U.S. COAST GUARD
MARINE SAFETY OFFICE
SAN FRANCISCO BAY

EARTHQUAKE CONTINGENCY PLAN

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NOTE: This document has been altered to allow for public release.
Some sections have been removed.
Do not use this version in the event of an actual emergency.

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1000 INTRODUCTION

1100 Authority

1110 The United States Coast Guard/COTP

The United States Coast Guard Captain of the Port (COTP), under the Ports and Waterways Safety Act, 33 U.S.C. has the responsibility to protect life, property and the environment as well as vessels and facilities within their area of responsibility. With this, the COTP has the authority to direct activities in order to protect these assets. In the event of a large earthquake, life, property, the environment, vessels and facilities would all be at risk and the COTP authority could be put to its full use.

1120 Federal Emergency Management Agency (FEMA)

The combined emergency management authorities, policies, procedures, and resources of local, State, and Federal governments, as well as voluntary disaster relief organizations, the private sector, and international sources, constitute a national disaster response framework for providing assistance following a major disaster or emergency. Within this framework, the Federal Government can provide personnel, equipment, supplies, facilities, and managerial, technical, and advisory services in support of State and local disaster assistance efforts. Various Federal statutory authorities and policies establish the basis for providing these resources. The Federal Emergency Management Agency (FEMA) has compiled a separate compendium of Legal Authorities Supporting the Federal Response Plan (FRP) that lists emergency response and recovery-related directives, together with a summary interpretation of each legal citation. Under the Stafford Act and Executive Orders 12148, (Federal Emergency Management), and 12656, (Assignment of Emergency Preparedness Responsibilities), FEMA has been delegated primary responsibility for coordinating Federal emergency preparedness, planning, management, and disaster assistance functions. FEMA also has been delegated responsibility for establishing Federal disaster assistance policy. In this stewardship role, FEMA has the lead in developing and maintaining the FRP. The FRP describes the structure for organizing, coordinating, and mobilizing Federal resources to augment State and local response efforts under the Stafford Act and its implementing regulations that appear in 44 CFR 206. The FRP also may be used in conjunction with Federal agency emergency operations plans developed under other statutory authorities as well as memorandums of understanding (MOUs) among various Federal agencies.

1130 Regional Emergency Transportation Coordinator (RETCO)

Upon Presidential declaration of a Federal Disaster area, a Federal Coordinating Officer (FCO) will be appointed to act on-scene for the President and the Federal Response Plan will be implemented. The Federal Emergency Management Agency (FEMA) Regional Director (RD) will implement and coordinate the Federal Response. The Department of Transportation (DOT) is one of many federal departments designated as a primary agency to serve as federal executive agents of the FCO, responsible for the Transportation and Hazardous Materials Emergency Support Functions (ESF #l and ESF #l0). D11, as part of DOT, will support those functions through the Regional Emergency Transportation Coordinator (RETCO), who is PACAREA. The RETCO is the Secretary of Transportation's representative for emergency preparedness and response matters and is the senior regional ESF #1 official for both planning and execution.

1140 State of California, Office of Emergency Services (OES)

The Governor's Order directs the Director of OES to prepare the State of California's Emergency Plan and to coordinate the activities of all State agencies during the preparedness and response phases of emergencies. The Executive Order also directs State government organizations to submit agency emergency plans and procedures to the Director of OES for review and approval prior to publication, provide personnel

emergency training, define lines of succession, and ensure effective use of resources during response and recovery.

1200 Definitions & Acronyms

1210 Definitions

Agency Representative - Individual assigned to an incident from an assisting or cooperating agency that has been delegated full authority to make decisions on all matters affecting their agency's participation at the incident. Agency Representatives report to the Liaison Officer.

Air Operations Branch Director - The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources - Resources dispatched to an incident.

Assigned Resources - Resources checked-in and assigned work tasks on an incident.

Assignments - Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

Assistant - Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency - An agency directly contributing tactical or service resources to another agency.

Available Resources - Incident-based resources which are immediately available for assignment.

Base - That location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base") The Incident Command Post may be collocated with the base. There is only one base per incident.

Branch - That organizational level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.

Cache - A pre-determined complement of tools, equipment and/or supplies stored in a designated location, and available for incident use.

Camp - A geographical site, within the general incident area, separate from the base, equipped and staffed to provide sleeping areas, food, water, and sanitary services to incident personnel.

Check-In - The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Chief - The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics and Finance.

Clear Text - The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when using Clear Text.

Coastal Waters - the waters of the coastal zone except for the Great Lakes and specified ports and harbors on inland rivers. Used for classifying the size of discharges.

Coastal Zone - means all United States waters subject to the tide, United States waters of the Great Lakes, specified ports and harbors on inland rivers, waters of the contiguous zone, other waters of the high seas subject to the NCP, and the land surface or land substrata, ground waters, and ambient air proximal to those waters. The term coastal zone delineates an area of federal responsibility for response action. Precise boundaries are determined by EPA/Coast Guard agreements and identified in federal regional contingency plans.

Coast Guard Incident Commander (CGIC) – assumes authority over all CG forces assigned to support a contingency response operation under the National Interagency Incident Management System (NIIMS) Incident Command System (ICS). The CGIC designation should be based on the command and control capabilities and statutory responsibilities required for the particular contingency response. Operational and tactical control over resources will be exercised by the CGIC. The parent command retains administrative control over these resources.

Command - The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander/Unified Command.

Command Post - See Incident Command Post.

Command Staff - The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Communications Unit - A vehicle (trailer or mobile van) used to provide the major part of an incident Communication Center.

Contiguous Zone - The zone established by the United States under Article 24 of the Convention of the Territorial Sea and Contiguous Zone. It is the zone contiguous to the territorial sea that extends nine miles seaward from the territorial sea.

Cooperating Agency - An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.).

Cost Unit - Functional unit within the Finance Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Demobilization Unit - Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident resources.

Deputy - A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director - The ICS title for individuals responsible for supervision of a Branch.

Dispatch - The implementation of a command decision to move resources from one place to another.

Dispatch Center - A facility from which resources are directly assigned to an incident.

Division - That organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force/Team and the Branch. (See also “Group”)

Documentation Unit - Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to the incident.

Emergency Medical Technician (EMT) - A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations Center (EOC) - A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Facilities Unit - Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Field Operations Guide (FOG) - A pocket-size manual of instructions on the application of the Incident Command System.

Finance Section - The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit - Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

Function - In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance. The term function is also used when describing the activity involved, e.g., "the planning function."

General Staff - The group of incident management personnel comprised of: Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance Section Chief.

Ground Support Unit - Functional unit within the Support Branch of the Logistics Section responsible for fueling, maintaining and repairing vehicles, and the ground transportation of personnel and supplies.

Group - Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Helispot - A location where a helicopter can take off and land. Some helispots may be used for temporary loading.

Incident Action Plan (IAP) - The Incident Action Plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plans will have a number of attachments.

Incident Commander (IC) - The individual responsible for the management of all incident operations.

Incident Command Post (ICP) - That location at which the primary command functions are executed and usually collocated with incident base.

Incident Command System (ICS) - A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Incident Communications System - The location of the Communications Unit and the Message Center.

Incident Situation Display - The Situation Unit is responsible for maintaining a display of status boards that communicate critical incident information vital to establishing an effective command and control environment.

Incident Objectives - Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Officer (IO) - A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information on the incident. There is only one Information Officer per incident. The Information Officer may have assistants.

Initial Action - The actions taken by resources which are the first to arrive at an incident.

Initial Response - Resources initially committed to an incident.

Joint Information Center (JIC) - A facility established within or near Incident Command Post were the Information Officer and staff can coordinate and provide information on the incident to the public, media and other agencies. The JIC is normally staffed with representation from the OSC, State IC and RP.

Jurisdiction - The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.). (See Multi-Jurisdiction).

Jurisdictional Agency - The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Lead Agency - the Federal agency (or State agency operating pursuant to a contract/agreement or state access) that has primary responsibility for coordinating response action. The Federal lead agency that provides the OSC as specified in section 202.1 and Annex II of the Region IX Mainland Regional Contingency Plan.

Leader - The ICS title for an individual responsible for a Task Force/Strike Team, or functional Unit.

Liaison Officer (LO) - A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Logistics Section - The Section responsible for providing facilities, services and materials for the incident.

Major Disaster - any event in any part of the U.S. which, as determined by the President, is or threatens to become of sufficient severity or magnitude to warrant disaster assistance by the federal Government to supplement the efforts and resources of State and local governments and relief organizations in alleviating the damage, loss, hardship, or suffering caused by the event.

Managers **-** Individuals within ICS organizational units that are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Medical Unit **-** Functional unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment for personnel.

Message Center **-** The message center is part of the Communications Center and collocated with. It receives, records, and routes information about resources reporting to the incident, resource status, and administration and tactical traffic.

Multi-Agency Incident - An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

Multi-Jurisdiction Incident - An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS, these incidents will be managed under Unified Command.

Officer - The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

On Scene Coordinator (OSC) - The Federal official (Environmental Protection Agency, U.S. Coast Guard, or Department of Defense) pre-designated to coordinate and direct pollution removal efforts under the authority of the National Contingency Plan (NCP).

Operational Period - The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be various lengths, usually not over 24 hours.

Operations Section - Responsible for all operations directly applicable to the primary mission. Directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the Incident Commander. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch.

Out of Area Telephone Support (OATS) – A partnership MSO San Francisco Bay has developed with MSO/Group LA/LB and MSO/Group Portland to assist with member/family member status.

Planning Meeting - A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Section - Responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists.

Primary Agencies - the Departments or Agencies designated to have primary responsibility and resources to promote effective operation of this plan.

Procurement Unit - Functional unit within the Finance Section responsible for financial matters involving vendor contracts.

Public Health or Welfare - All of the factors effecting the health and welfare of man including, but not limited to, human health, the natural environment, fish, shellfish, wildlife, public and private property, shorelines and beaches.

Radio Cache - A cache may consist of a number of portable radios, a base station and in some cases a repeater stored in a predetermined location for dispatch to incidents.

Recorders - Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance Units.

Reporting Location - Any one of six facilities/locations where incident assigned resources may check-in. The locations are: Incident Command Post-Resources Unit, Base, Camp, Staging Area, Helibase or Division Supervisor for direct line assignments. (Check-in at one location only)

Resources - All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Resources Unit - Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Safety Officer (SO) - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section - That organization level having functional responsibility for primary segments of incident operation such as: Operations, Planning, Logistics, Finance. The Section level is organizationally between Branch and Incident Commander.

Service Branch - A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

Single Resource - An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Site Safety Plan - Legal document required by OSHA before entry into site, prepared by Safety Officer.

Situation Unit - Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control - The supervisory ratio of from three-to-seven individuals, with five-to-one being established as optimum.

Staging Area - That location where incident personnel and equipment are assigned awaiting tactical assignment.

State I.C.. - State Incident Commander.

Strategy - The general plan or direction selected to accomplish incident objectives.

Supervisor - The ICS title for individuals responsible for command of a Division or Group.

Supply Unit - Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch - A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Transportation Units.

Supporting Documents - Refers to the several attachments that may be included with an Incident Action Plan, e.g., communication plan, map, safety plan, traffic plan, and medical plan.

Tactical Direction - Direction given by the Operations Section Chief which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force - A group of resources with common communications and a leader assembled for a specific mission.

Technical Specialist - Personnel with special skills that can be used anywhere within the ICS organization.

Team - Specified combinations of the same kind and type of resources, with common communications and a leader.

Time Unit - Functional unit within the Finance Section responsible for recording time for incident personnel and hired equipment.

Trustee - an official of a federal natural resources management agency designated in Subpart G of the NCP or a designated state official or Indian tribe who may pursue claims for damages.

Unified Command (UC) - In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit - The organizational element having functional responsibility for a specific incident.

United States - The United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands and the Trust Territory of the Pacific Islands.

Vessel Support Unit - Function Unit within the Support Branch of the Logistics Section responsible for implementing the Vessel Routing Plan and coordinating transportation on the water and between shore resources.

Volunteer - any individual accepted to perform services by the lead agency which has the authority to accept volunteer services. A volunteer is subject to the provisions of the authorizing statute and the NCP.

1220 Acronyms

AIRSTA - Coast Guard Air Station

AOR - Area of Responsibility

BNTM - Broadcast Notice to Mariners

CGIC - Coast Guard Incident Commander

CFR - Code of Federal Regulations

COTP - Captain of the Port

DOI - Department of the Interior

EPA - Environmental Protection Agency

FEMA - Federal Emergency Management Agency

FOSC - Federal On-scene Coordinator

ICS - Incident Command System

JIC - Joint Information Center

MOA - Memorandum of Agreement

MOU - Memorandum of Understanding

MSO - Coast Guard Marine Safety Office

MSFO - Coast Guard Marine Safety Field Office

NOAA - National Oceanic and Atmospheric Administration

NSFCC - National Strike Force Coordination Center

NTM - Notice to Mariners

OATS - Out of Area Telephone Support

OES - State of California Office of Emergency Services

OSC - On-Scene Coordinator

PIAT - Public Information Assist Team

PST - Pacific Strike Team

RETCO – Regional Emergency Transportation Coordinator

SAR - Search and Rescue

SSC - NOAA Scientific Support Coordinator

TTX - Tabletop Exercise

UCS - Unified Command System

USCG - United States Coast Guard

VTS - Coast Guard Vessel Traffic Service

WWW - World Wide Web

1300 Risk Assessment

1310 Background Information

With hurricanes, floods, and other natural disasters, there is period of warning immediately prior to the occurrence. Unfortunately, it is not the case with earthquakes. The predictions of when and where earthquakes are going to strike is very general. The USGS has determined that there is a 70% chance (+/-10%) of at least one magnitude 6.7 or greater earthquake striking the San Francisco Bay region between the years 2000 and 2030. Most sources predict that the Hayward Fault, (which runs through the east bay from the community of Fremont north into the San Pablo Bay) is the most probable location of major seismic activity in the near future. The Hayward fault is located within four miles of Coast Guard Island. However, where the fault lies does not always determine where the damage will occur. In the 1989 Loma Prieta quake that rocked the bay area, the fault origin was 70 miles south in Monterey, California. This magnitude 7.1 earthquake caused a major highway and a portion of the Oakland Bay Bridge to collapse, killing 68 people and injuring another 3,757. Various federal, state & local agencies, Federal Emergency Management Agency (FEMA), U.S. Geological Survey (USGS), California Governor's Office of Emergency Services (OES) and the Association of Bay Area Governments (ABAG) continue to provide data on pending earthquakes in the San Francisco Bay area. Contingency planning and preparation for a major earthquake is critical to ensuring our safety and our ability to respond.

1320 Damage Potential

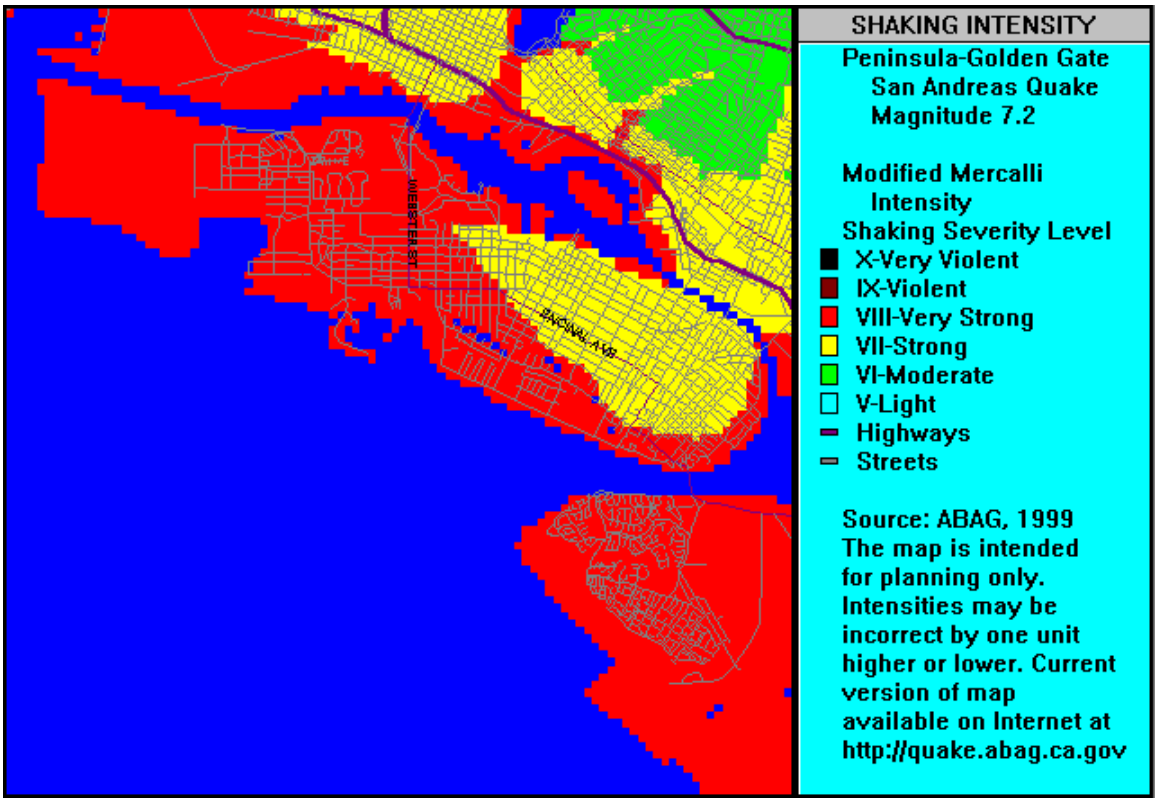
Coast Guard Island is a sixty-eight acre, man-made island located in the Oakland/Alameda estuary. The island was created out of dredge tailings which were deposited on a shallow marsh in the estuary. The ground under the buildings is subject to liquefaction, a phenomena wherein the ground "liquefies" and becomes unable to properly support structures.

If an earthquake happens during non-duty hours, all hands are charged with taking care of their family first prior to reporting for duty. If on duty at the time of the event, personnel are expected to assist with emergency response on the island prior to returning home to survey conditions there. It is expected that on-duty personnel shall be on their own for approximately 72 hours, but perhaps longer.

The following maps display areas of concern from the USGS.

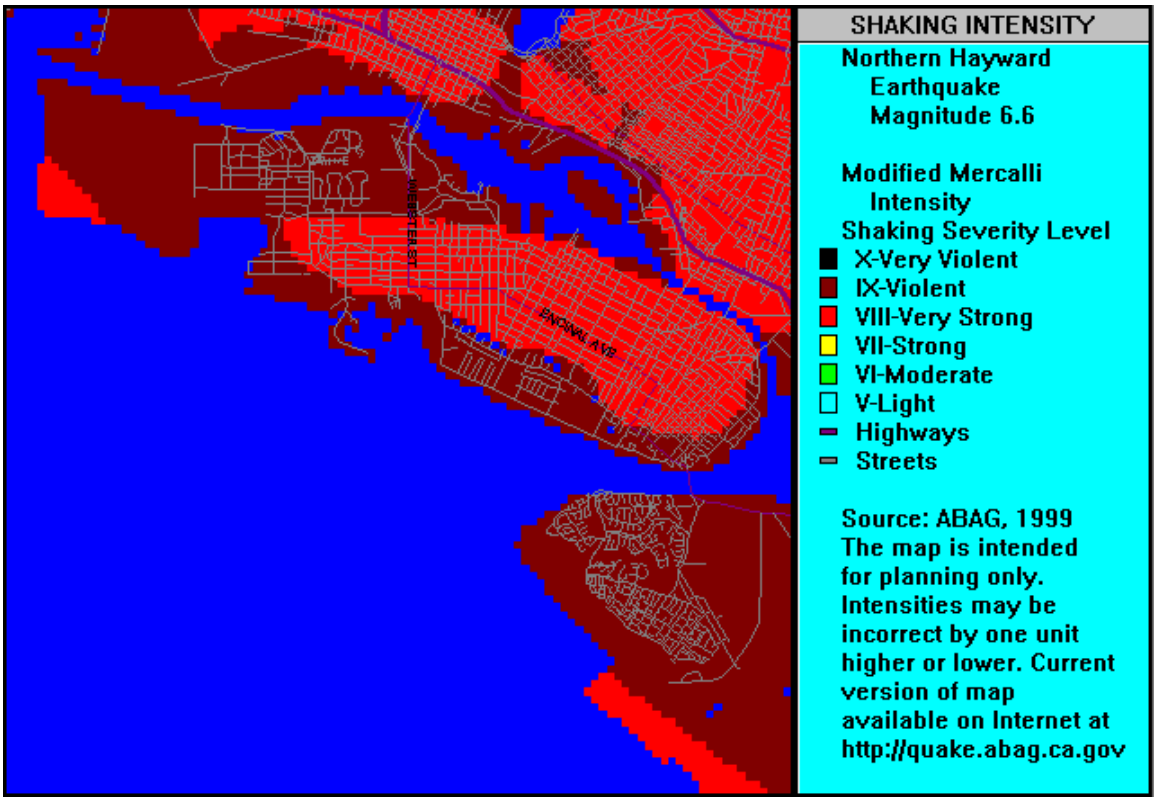
EARTHQUAKE HAZARD MAP FOR ALAMEDA
Scenario: Peninsula Segment of the San Andreas Fault System

This scenario indicates moderate damage to Coast Guard Island. Damage would consist of partial collapses of structures that are not reinforced and some damage to reinforced structures. Branches would be broken from trees. There would be cracks in wet ground and on steep slopes. Decayed pilings would break. Twisting and falling of tall structures such as chimneys and towers way occur.



EARTHQUAKE HAZARD MAP FOR ALAMEDA
Scenario: North Hayward Segment of the Hayward-Rodgers Creek Fault System

This scenario indicates heavy damage to Coast Guard Island. Damage would consist of heavy damage to a complete collapse of structures that are not reinforced and serious damage to reinforced structures. Underground pipes will be broken. There will be conspicuous cracks in the ground with sand and mud ejected.



1330 Critical Success Factors

(1) Minimize injuries to personnel and dependents through preparedness and training.
(2) Unit is able to effectively respond to contingencies in a degraded environment.
(3) Communicate and coordinate with other Federal, State and local agencies for a unified response.

1340 Concept of Operations

The Incident Command System (ICS) structure allows for a coordinated response effort which takes into account the federal, state, local concerns and interests when implementing the response and recovery strategy.

The size and the complexity of ICS will be proportionate to the size of the response. For relatively few injuries and minimal damage, the incident command could total 3-4 members. The preliminary assessment, triage, and recovery phases of the response could be executed by an IC of this size.

Responses to earthquakes that exceed the most probable magnitudes, and approach the severity of the maximum most probable magnitude up to the worst case scenario, may require a larger more supportive ICS. All five sections of the ICS would certainly be established for an earthquake of this size. A major earthquake, such as the complete

loss of communications and infrastructure, would probably be an incident of national significance and the FRP may be activated.

Disaster response operations can be divided into four phases; (1) Self-Preservation, (2) Reconstitution, (3) Statutory Response (4) Recovery. General guidance is as follows:

(1) **Self-Preservation**. Self-preservation will take precedence over all other activities during and immediately after an earthquake. It is the position of the Commanding Officer that personal safety, including that of family members, is of utmost priority in a disaster situation. The safety of the unit members and their families is critical to the ability of the unit to provide an emergency response within the community. In order to accomplish this, it is necessary to know what to do to assure personal safety when an earthquake occurs.

What to do when an earthquake occurs:

- **Indoors** - take cover under a heavy desk, table or bench and hold on to the legs to keep it over you. If none is available, crouch against an inside wall and cover your head and neck with your arms or brace yourself inside a wood-framed doorway. Always **DUCK, COVER and HOLD**! Evacuate when shaking stops if it is safe. Be aware of aftershocks.

- **Outdoors** - stay there. Move away from buildings, streetlights, utility poles and wires and large trees.

- **In a car** - pull off to the right of the roadway, stop and stay in the car until the shaking stops. Avoid stopping on bridges, on or under overpasses, or near any structures which may fall.

- **Check** - for fire, gas leaks or other imminent hazards and take appropriate actions to mitigate the hazards.

- **Be aware** – of possible aftershocks.

Unit members will be provided with information and training required to develop a family emergency plan. All members are required to meet with the Planning Department Earthquake Project Officer during their check-in process. During this time, the member will learn about the earthquake potential in the San Francisco Bay area, the unit and member responsibilities and will receive their Family Disaster Preparedness/Out of Area Telephone Support (OATS) card. The member will also be given an earthquake information package to share with their family. Additionally, all members are required to attend earthquake awareness training annually.

Response Actions

On-base:

- All personnel inside during an earthquake should immediately **duck, cover and hold** on to something sturdy.
- Following the earthquake, all personnel shall evacuate from structures. If possible, take your earthquake emergency supply bag (fanny pack) and any other items that might be useful (cell phones, first aid kit, radios, car keys, etc.) Personnel working in the Regional Exam Center shall direct customers to the nearest exit and bring the customer sign-in sheet with them during evacuation.
- Muster on the ball field behind the MSO. Give personnel reports by department.
- Incident Command will be assumed by the senior officer present, normally the Commanding Officer or Executive Officer. If the earthquake occurs after hours, the CDO will most likely be the IC. The IC will ensure proper steps are taken to mitigate danger to personnel and property and to maintain communications capability. Recognizing that there is limited staffing on base after hours, all personnel will be responsible for responding to the emergency until additional support arrives.

All attempts will be made to account for assigned and visiting personnel. Immediate actions will be taken to treat all persons with medical needs and to rescue all persons who may have been trapped in buildings, if it can be done without further endangering lives.

NOTE: Expect to be on base for up to 72 hours prior to any relief.

Off-base:

- All personnel should exercise the safety techniques appropriate for their particular situation (indoors, outdoors, driving, etc.).
- Personnel should ensure their family's safety and assist in life-saving activities immediately needed in their own residences or neighborhoods.
- On-duty personnel temporarily off base at the time of an emergency shall attempt to contact the MSO and shall return to the unit or report as soon as possible.
- Personnel should listen to local media for pertinent information on road conditions, emergency medical sites, etc.

All active duty military personnel are automatically on recall. If conditions permit personnel are expected to report to MSO San Francisco Bay as soon as possible following an earthquake.

Reservists assigned to the MSO are considered to be on voluntary recall status. Reserve personnel available for mobilization should utilized the OATS system to advise of their availability. It is recognized that many local reservists may be recalled to their primary job as law enforcement officer or emergency responders or suffer damage to their home and may be unable to respond to the MSO quickly.

NOTE:
All personnel should ensure the location of the MSO before reporting in.

(1) **Reconstitution**. Unit reconstitution will be initiated as soon as possible. Highest priority will be given to the resumption of communications capabilities.

- Implement ICS in accordance with the unit Earthquake Watch Quarter and Station Bill (WQSB).
- Set – up the Incident Command Post.
- Activate the Out of Area Telephone Support (OATS) system.
- Personnel should tune battery operated or vehicle radios to their local Emergency Alert System (EAS) such as KCBS Radio 740 for information on the location, severity and magnitude of the earthquake.

(2) **Statutory Response**. A major earthquake would impact personnel, the work place, utilities, and communications. A significant number of Coast Guard assets and facilities will be damaged. At the very time that Coast Guard resources suffer a reduction, workload could be expected to increase in the following areas:

(a) *Transportation Response*. As a member of DOT, the Coast Guard will play a key role in assisting waterborne transportation needs. The Regional Emergency Transportation Coordinator (RETCO) will report

to the FEMA field office to assist with Emergency Support Function #1--Transportation. This may include areas such as port waterways, highways and airports.

(b) *Environmental Response*. The MSO will deal with oil spills and hazardous material releases within our FOSC zone in accordance with the NCP and the ACP.

(c) *Search and Rescue*.
SAR is a function of Group San Francisco and will be handled as per normal ops.

(d) *Port Safety and Security*.
1. Port Safety. Inspection of port facilities will be necessary to survey damage and recommend action to minimize further damage.
2. Port Security. Damage may attract looters to the port. Owners have primary responsibility to ensure security of their facilities. However, local police may be utilized to protect marine facilities. Coast Guard Island employs its own security force.

(e) *Marine Inspection*. Vessels alongside piers and docks may be damaged by fallen cranes or pier/wave action. Marine Inspectors may be tasked with ensuring vessels are fit to sail.

(3) **Recovery.** Recovery involves short and long term activities necessary to restore the unit to full operation and pre-emergency conditions.

1350 Assumptions

This section has been removed to allow for public release.

1400 Geographic and Jurisdictional Boundaries

1410 COTP Area of Responsibility

Marine Safety Office San Francisco Bay's Captain of the Port (COTP) Area of Responsibility (AOR) is specified in 33 CFR 3.55-20 and comprises the land masses and waters of California north of San Luis Obispo, Kern and San Bernardino Counties; Utah, except for Washington, Kane, San Juan, and Garfield Counties; and Nevada except for Clark County.

1420 FEMA Area of Responsibility

FEMA Region IX serves the States of Arizona, California, Hawaii and Nevada; and the Territory of American Samoa, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau. Region IX serves a culturally diverse population in excess of 36 million people that covers 386,000 square miles with a breadth of more than 8,000 miles.

1430 OES Area of Responsibility

California OES is divided into three divisions.

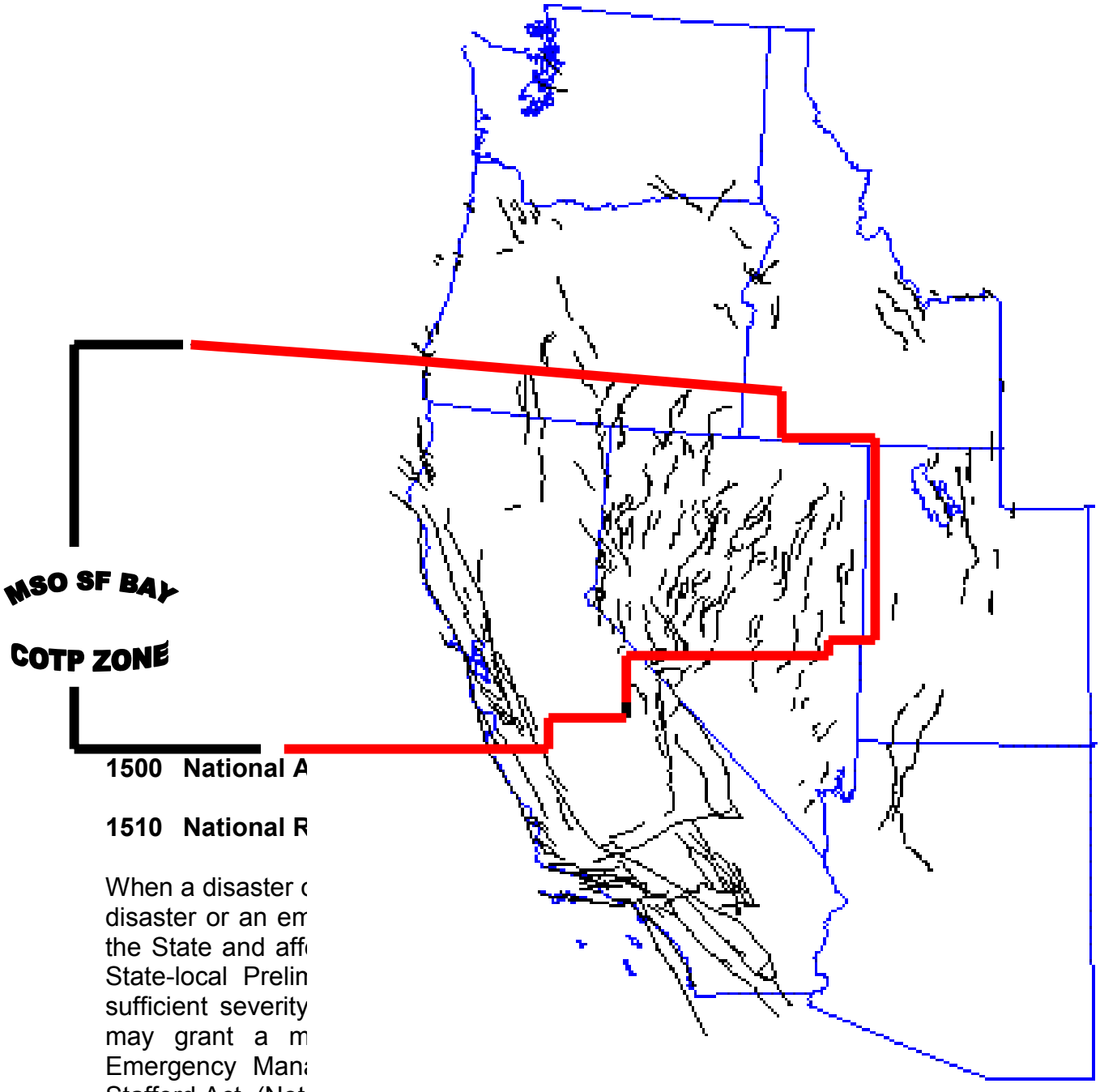
The Coastal Division consists of 16 counties, 15 of which have Pacific Ocean or San Francisco Bay/Delta waters touching their borders. All of the counties in this

region are within the MSO San Francisco COTP zone. The Coastal Division office is located in Oakland.

The Inland Region consists of 31 counties. All but the southern most county of Kern falls within the MSO San Francisco COTP zone. The Inland Division office is co-located with OES Headquarters in Sacramento.

The Southern Region consists of 11 counties. The 2 most Northern counties, Mono and Inyo fall within MSO San Francisco COTP zone. The Southern Division office is located in San Diego.

The faults of the western US are active and plentiful. MSO San Francisco Bay's COTP zone contains a large portion of them. The largest and most prone to violent quakes is the San Andreas fault, just 16 miles West of CG Island. The Hayward fault, a mere 4 miles away, also has the potential to slip at any time.



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1. If an emergency involves an area or facility for which the Federal Government exercises exclusive or primary responsibility and authority, the President may unilaterally direct the provision of emergency assistance under the Stafford Act. The Governor of the affected State will be consulted if possible.

2. No direct Federal assistance is authorized prior to a Presidential declaration. However, FEMA can use limited pre-declaration authorities to move Initial Response Resources (critical goods typically needed in the immediate aftermath of a disaster, e.g., food, water, emergency generators) and emergency teams closer to potentially affected areas. FEMA also can activate essential command and control structures to lessen or avert the effects of a disaster and to improve the timeliness of disaster operations. Additionally, when an incident poses a threat to life and property that cannot be effectively dealt with by the State or local governments, FEMA may request the Department of Defense (DOD) to utilize its resources prior to a declaration to perform any emergency work "essential for the preservation of life and property" under the Stafford Act.

3. Following a declaration, the President may direct any Federal agency to use its authorities and resources in support of State and local assistance efforts to the extent that provision of the support does not conflict with other agency emergency missions. This authority has been further delegated to the FEMA Director; the FEMA Associate Director, Response and Recovery; the FEMA Regional Director; and the Federal Coordinating Officer (FCO).

4. The FEMA Director, on behalf of the President, appoints an FCO, who is responsible for coordinating the timely delivery of Federal disaster assistance to the affected State, local governments, and disaster victims. In many cases, the FCO also serves as the Disaster Recovery Manager (DRM) to administer the financial aspects of assistance authorized under the Stafford Act. The FCO works closely with the State Coordinating Officer (SCO), appointed by the Governor to oversee disaster operations for the State, and the Governor's Authorized Representative (GAR), empowered by the Governor to execute all necessary documents for disaster assistance on behalf of the State.

5. The State must commit to pay a share of the cost to receive certain types of Federal assistance under the Stafford Act. In extraordinary cases, the President may choose to adjust the cost share or waive it for a specified time period. The Presidential declaration notes any cost-share waiver, and a FEMA-State Agreement is signed further stipulating the division of costs among Federal, State, and local governments and other conditions for receiving assistance.

6. While performing a function under the authority of the Stafford Act, a Federal agency or designated employee of a Federal agency is not liable for any claim based upon the exercise or performance of or the failure to exercise or perform

that function.

7. In addition to a Presidential disaster declaration, several Federal agencies have independent authorities to declare disasters. For example, the Secretary of Agriculture may declare a disaster in certain situations in which a county has sustained production losses of 30 percent or greater in a single major enterprise, authorizing emergency loans for physical damages and crop losses. The Secretary of Commerce may make a determination of a commercial fishery failure or fishery resource disaster. The Administrator of the Small Business Administration may make a disaster declaration based on physical damage to buildings, machinery, equipment, inventory, homes, and other property as well as economic injury.

8. Response by agencies to lifesaving and life-protecting requirements under the FRP has precedence over other Federal response activities, except where national security implications are determined to be of a higher priority. If a disaster or emergency affects the national security of the United States, appropriate national security authorities, plans, and procedures will be used.

1520 State Response System

During major emergencies, OES may call upon all state agencies to help provide support. Due to their specialized capabilities and expertise, the California National Guard, Highway Patrol, Department of Forestry and Fire Protection, Conservation Corps, Department of Social Services, Department of Health Services and the Department of Transportation are the agencies most often asked to respond and assist in emergency response activities.

OES may also call on its own response resources to assist local government. For example, four communications vans are available to send to disaster sites. Portable satellite units are available to provide voice and data transmission from remote locations. OES also maintains caches of specialized equipment, principally for use by local law enforcement agencies. OES staff members are on call 24 hours a day to respond to any state or local emergency needs.

The OES Warning Center is staffed 24 hours a day, 365 days a year. From this center, warning controllers speak with county OESs and the National Warning Center in Berryville, Virginia on a daily basis. OES also maintains a 24-hour toll-free toxic release hotline, and relays spill reports to a number of other state and federal response and regulatory agencies, as well as local governments.

OES coordinates the statewide Fire, Law Enforcement, and Telecommunications Mutual Aid Systems based on the "neighbor helping neighbor" concept. OES also coordinates the state's Urban Search and Rescue and Safety Assessment Volunteer programs.

During emergencies, OES activates the State Operations Center (SOC) in Sacramento and the Regional Emergency Operations Centers (REOCs) in impacted areas to receive and process local requests for assistance. OES and other state agency public information officers staff the OES Emergency News Center to provide emergency information to the public through the news media.
OES is the "grantee" for federal disaster assistance, principally from the Federal Emergency Management Agency (FEMA). During the recovery phase of a disaster, OES helps local governments assess damages and assists them with federal and state grant and loan applications to repair damaged public property. Individuals and families suffering losses may apply for federal and state assistance through a toll-free, tele-registration phone line. Individuals may also apply for other assistance programs administered by local and volunteer agencies such as the American Red Cross. The OES public information effort continues in this phase in cooperation with other state and federal agencies.

OES maintains the State Emergency Plan, which outlines the organizational structure for state management of the response to natural and manmade disasters. OES assists local governments and other state agencies in developing their own emergency preparedness and response plans, in accordance with the Standardized Emergency Management System and the State Emergency Plan, for earthquakes, floods, fires, hazardous material incidents, nuclear power plant emergencies, and dam breaks.

The OES Earthquake Program provides specialized earthquake preparedness planning and technical assistance to local governments, business, schools, hospitals, the public and other groups.

In addition, OES manages the state's annual public awareness campaigns to help California residents become better prepared for emergencies. Each winter, a Winter Weather and Flood Preparedness campaign is held. Also, the California Earthquake Preparedness Month Campaign is conducted each April and includes related events throughout the year.

OES coordinates search and rescue missions through its Law Enforcement Branch's Search and Rescue program to locate individuals lost in the mountains or wilderness. Through its Fire and Rescue Branch's Urban Search and Rescue Task Force program, OES coordinates missions for those trapped by collapsed structures or in other high risk situations. OES also provides search and rescue task force training for local fire personnel, governments and volunteers.

OES' training arm, the California Specialized Training Institute in San Luis Obispo, provides training programs for city, county, and state emergency services personnel on the latest techniques in disaster planning, response, recovery and management.

1530 County Response System

1531.1 Alameda County Response System

County OES: CAPT Timothy Buckhout **(925) 667-7721** (24 hr)

Plan to be submitted.

1531.2 Contra Costa County Response System

County OES: Cliff Warwick **(925) 228-5000** (24 hr)

Plan to be submitted.

1531.3 Del Norte County Response System

County OES: Steve Crockett **(707) 465-9282**

The Del Norte County Local Emergency Management Organization serves two purposes; (1) coordination and direction of county-wide response and recovery operations, and (2) support for response and recovery operations of the incorporated cities within the county.

The county emergency management organization is headed by the County Administrator (CAO) who services as Director of Emergency Services, under the direction of the Del Norte County Emergency Management Council. He or she is supported by a staff comprised of the County Emergency Services Coordinator, and functional Operations Coordinators assigned primary and support duties in the County of Del Norte Incident Emergency Management Organization chart.

Del Norte County utilizes the Incident Emergency Management System (IEMS) patterned after the Incident Command System (ICS). Under this system, the CAO is responsible for the overall management of the incident and coordination of the County's response and county departments have specific function is as shown in the County of Del Norte Emergency Organization chart.

In an emergency requiring activation of the Emergency Operations Center (EOC), or in an emergency requiring response by more than one agency, whether or not the EOC is activated, or in cases where proclamation of Local Emergency, State of Emergency, or State of War Emergency, the following command relationships will apply:

Director of Emergency Services/Incident Commander - By ordinance, the County Administrator is designated as the Director of Emergency Services. The CAO manages the county's response. For most response efforts, Incident Command will be delegated to the department of Fire Services or the Sheriff's Office, who will manage operations under the direction of the CAO.

EOC Manager - County Emergency Services Coordinator or designated alternate shall be the local EOC Manager. Responsibilities will include the management and supervision of the administrative functions of the primary/alternate EOC liaisons/operational coordinators. This individual is responsible for maintaining the operational readiness of the primary and alternate EOCs.

On-Scene Management - Generally, on-scene management is provided by the Del Norte County Sheriff's Office, Department of Fire Services or local Fire Districts Chiefs depending on the nature of the incident.

Section Chiefs- Generally, Section Chiefs and support staff are provided by the appropriate county department.

Telephone Contact

Office of Emergency Services (OES)	**(800) 852-7550**
	(707) 465-9282
Sheriff's Office (COMMCENTER)	**(707) 464-4191**
OSPR (Local Office)	**(707) 444-3728**
(pager)	**(707) 444-6411**
California Department of Forestry (Local Office)	**(707) 725-3576**
California Department of Parks and Recreation	**(707) 464-1820**

1531.4 Humboldt County Response System

County OES: Dan Larkin **(707) 445-7298** (24 hr)

The County of Humboldt's Local Emergency Management Organization serves two purposes; (1) coordination and direction of county-wide response and recovery operations, and (2) support for response and recovery operations of the incorporated cities within the county.

Emergencies that are of a routine nature with a limited area of impact relatively short duration and less than dire severity are responded to and managed by those agencies with specific responsibilities for public safety (i.e. Sheriff, Public Works, Health Officers, etc.). Emergencies that exceed the response capability of local resource (i.e. a large earthquake) may require response by the county's entire emergency organization.

The county emergency management organization is headed by the Chair of the Board of Supervisors who services as Director of Emergency Services. He or she is supported by a staff comprised of the County Emergency Services Coordinator, and Operations Coordinators assigned primary and support duties in the County of Humboldt Emergency Organization chart.

Humboldt County also utilizes the Incident Command System (ICS). The Chair of the Board of Supervisors is designated as the Incident Commander. Under this system, county departments have specific functions as shown in the County of Humboldt Incident Command System Disaster Organization Chart.

In an emergency requiring activation of the Emergency Operations Center (EOC), or in an emergency requiring response by more than one agency, whether or not the EOC is activated, or in cases where proclamation of Local

Emergency, State of Emergency, or State of War Emergency, the following command relationships will apply:

Director of Emergency Services/Incident Commander - By ordinance, the Chair of the Board of supervisors is designated as the Director of Emergency Services. The Chair act as Incident Commander in the county's disaster ICS. In many operations, Incident Command is delegated to the Emergency Services Coordinator, the Chief Administrative Officer (CAO) or the Sheriff who manages operations under the direction of the Chair of the Board. This entity is responsible for countywide emergency response coordination and management of the response effort.

EOC Manager - County Emergency Services Coordinator or designated alternate. This individuals responsibilities will include the management and supervision of the administrative functions of the primary/alternate EOC liaisons/operational coordinators. This individual is responsible for maintaining the operational readiness of the primary and alternate EOCs.

On-Scene Management - Generally, on-scene management is provided by the Humboldt County Sheriff's Office or local Fire Chiefs depending on the nature of the incident.

Section Chiefs- Generally, Section Chiefs and support staff are provided by the appropriate county department.

1531.5 Marin County Response System

County OES: Richard Simmons **(415) 499-6584** (24 hr)

Office of Emergency Services(OES): Responsible for overall incident planning and coordination within the County. Maintains the County emergency operations plans. Services as the focal point of all mutual aid requests, except law, fire, and Emergency Medical Services (EMS) Mutual Aid.

Sheriff's Office (MCSO): The county's primary law enforcement agency. MCSO can execute or assist with scene management. Will coordinate Law Mutual Aid, enforcement, search and rescue activities, and assist in notification of other Police agencies. Maintains liaison with local, State, and Federal law enforcement agencies.

County Fire Department (MCFD): The County's primary fire agency. MCFD can coordinate fire and rescue Mutual Aid operations. Will assist in determining priorities for commitment of fire resources. Will assist in determining needs for assistance. Maintains liaison with local, State and Federal fire and rescue services.

Department of Public Works (DPW): Has resources and personnel to conduct on scene containment and diking beyond the capabilities of the HazMat Response

team. Maintains a supply of HazMat absorbent/containment materials to augment those carried by HazMat

Response Team. DPW can access post event serviceability of facilities and structures. Has civil and traffic engineering expertise, and can assist in assessing emergency repairs or restoration of essential streets, roads, highways, etc. Assists in determining priorities for allocation of engineering equipment and resources. Providing assistance and expertise in obtaining State and/or Federal Funds for clean up. Provide expertise and experience in determining which private contractor to retain.

Environmental Health, (H&HS): Represents the County Health Officer regarding public safety issues. Will coordinate with State health agencies and private enterprise, and will research and disseminate information required for effective response to and recovery from the effects of an incident.

District Attorney (MCDA): Available to provide emergency legal assistance such as search warrants, temporary restraining orders and legal advice concerning criminal law issues. Provides legal assistance for cost recovery and reimbursement.

Communications (MCSO): The principal relay point in the County for emergency and routine contact is the Communications Center (COMMCENTER). This office provides 911, paramedic, ambulance, and all Sheriff's transmissions. The personnel are trained as emergency medical dispatchers. In addition to county communications this office maintains contact with all neighboring counties. State and Federal offices. Operates Marin County Mobile Command 1 vehicle, a mobile command and communications vehicle.

Telephone Contact

Office of Emergency Services Marin County (OES)	**(415) 499-6584**
	Or FAX **(415) 499-7450**
Communication Center (COMMCENTER)	**(415) 499-7237**
	Or **(415) 499-3636**
Emergency Operations Center (EOC)	**(415) 499-7440**
	Or **(415) 499-7450**

1531.6 Mendocino County Response System

County OES: Rick Paige Jr. **(707) 463-4086** (24 hr)

To ensure that emergency operations are conducted in a timely, effective, and efficient manner, this Response System is supported by hazard specific response checklists for emergency operations earthquakes. The overall objective in managing emergency operations is to ensure that effective management of emergency forces involved in preparing for and responding to situations in Mendocino County. Specifically, this will include:

Overall management and coordination of emergency operations to include on-scene incident management in support of mitigation operations coordinated by the GCIC and State Incident Commander.

Coordinating or maintaining liaison with appropriate County, State and Federal agencies, as well as other local governmental agencies and applicable segments of the private sector.

Local Government Departments/Agencies

Local agencies generally provide the first governmental response to the scene of an earthquake. Therefore, a local official generally will serve as IC, at least during the early stages of the event, and until the appropriate State or Federal agency representation arrives on-scene. The Emergency Services Coordinator, or in his absence a person designated by the Emergency Services Director, serves as On-Scene Manager pending arrival of representation of appropriate agency or organization. The County is responsible for directing and/or coordinating emergency operations in support of the U.S. Coast Guard efforts.

The County Emergency Management Staff will be directed by the Emergency Services Director, who shall be responsible to the Mendocino County Disaster Council (organized pursuant to Section 8610 of the Government Code). The Director will be supported by the Emergency Services Coordinator and functional Operations Coordinators with responsibilities as indicated below. Additional support will be provided by special staff members for Communications, Damage Assessment, Emergency Public Information, Situation Analysis, Alerting and Warning.

General responsibilities of key members of the Mendocino County Emergency Management Staff are listed below.

Emergency Services Director - Exercises overall management, direction, control and coordination of local government's response in support of emergency.

Emergency Services Coordinator - Serves as IC for local government emergency response and recovery operations. Coordinates response activities.

Telephone Contact

Office of Emergency Services (OES)	**(707) 463-4291**
Sheriff's Office Watch Commander	**(707) 463-4086**
	(707) 463-4111
Mendocino Fire District Emergency Command Center (EEC)	**(707) 459-7403**
California State Parks Mendocino District	**(707) 937-5804**

1531.7 Monterey County Response System

County OES: Harry Robbins **(831) 755-5010** (24 hr)

Responsible for pre-incident emergency management planning and coordination of the County's interagency response to all major emergencies and disasters. Serves as the focal point for all mutual aid requests, except law enforcement and fire. County OES shall serve as the primary liaison between state and federal on-scene agency representatives and County government. County OES will maintain liaisons with all local government jurisdictions and the State Office of Emergency Services.

Should a Local Emergency Declaration be issued, County OES shall function as the lead County coordinating agency.

During declared emergencies, the County Administrative Officer, as County Director of Emergency Services, will be responsible for managing the County's total response.

Should a Local Emergency Declaration be issued, County OES shall function as the lead County coordinating agency.

During declared emergencies, the County Administrative Officer, as County Director of Emergency Services, will be responsible for managing the County's total response.

The County Health Department/Environmental Health Division can evaluate health hazards, monitor environmental conditions, provide technical support, and certify cleanup operations. Environmental Health will maintain liaisons with state and federal health agencies.

The County Sheriff-Coroner's Department can execute or assist with scene management. Will coordinate area law enforcement mutual aid, provide general law enforcement, conduct search and rescue operations, maintain perimeter and scene security, and assist in traffic control. The Sheriff will maintain liaisons with participating local, state, and federal law enforcement agencies.

The County Public Works Department can provide engineering and construction support at the incident including debris removal, construction of temporary barriers, roadway maintenance, and maintain liaison with other local and state public works agencies.

The County District Attorney is available to provide emergency legal assistance concerning criminal law issues.

The local Ranger Unit Chief of the California Department of Forestry and Fire Protection (CDF) functions as the designated County Fire Warden and Operational Area Fire and Rescue Coordinator. The County Fire Warden/Area Fire Coordinator will coordinate all fire and rescue mutual aid resources in support of incident operations. Will maintain liaisons with other local fire districts, city fire departments, and involved state and federal fire protection agencies.

County Communications is a division of the County Office of Emergency Services. Monterey County operates two public safety dispatch centers - Monterey and Salinas centers. Each center serves as a primary 9-1-1 Public Safety Answering Points (PSAP) and public safety dispatch center for all County, and most special district and city police, fire and EMS response agencies.

In addition to the aforementioned County agencies, the County HMIMT may include designated representatives from other local government entities, volunteer groups, private firms, and other response agencies.

Notification of any incident will be communicated to one of the two County Communications Centers. County Communications will initiate appropriate incident notification to the following local, state, and federal agencies:

- Local government/County public safety first response agencies
- U. S. Coast Guard
- County Environmental Health
- County Office of Emergency Services
- California Dept. of Fish and Game
- State Office of Emergency Services

Supplemental agency notifications will be undertaken upon direction of the County OES.

Notification Contacts:

Initial incident reports and requests for interagency notifications within Monterey County should be directed to County Communications/County OES.

Telephone Contact

Monterey County Office of Emergency Services (OES)	**(831) 755-5010**
	Or FAX **(831) 755-5004**
Monterey Communications Center	**(831) 647-7900**
Salinas Communications Center	**(831) 755-5100**

1531.8 Napa County Response System

County OES: Jeff Cox **(707) 259-8744** (24 hr)

The specific details of the Napa County Response System described in this Tab remain under development. The information provided is generally similar to that found in neighboring counties and is limited in scope.

Office of Emergency Services (OES): Responsible for overall incident planning and coordination within the county. He maintains the County emergency operation plans and serves as the focal point of all mutual aid requests, except law, fire, and Emergency Medical Services (EMS) Mutual Aid.

Sheriff's Office (NCSO): The county's primary law enforcement agency. NCSO can execute or assist with scene management. Will coordinate Mutual Aid, law enforcement, search and rescue activities, and assist in notification of other Police agencies. Maintains liaison with local, State, and Federal law enforcement agencies.

County Division of Forestry: Coordinates fire and rescue Mutual Aid Operations. Will assist in determining priorities for commitment of fire resources. Will determine needs for assistance, maintaining liaison with local, State, and Federal fire and rescue services. Operates a mobile command post vehicle in conjunction with the City of Napa.

Department of Public Works (DPW): Has resources and personnel to access post event serviceability of facilities and structures. Has civil and traffic engineering expertise, and can assist in assessing emergency repairs or restoration of essential streets, roads, highways, etc. Assists in determining priorities for allocation of engineering equipment and resources. Providing assistance and expertise in obtaining State and/or Federal Funds. Provide expertise and experience in determining which private contractor to retain.

Environmental Health, H&HS: Represents the County Health Officer regarding public safety issues. Will coordinate with State health agencies and private enterprise, and will research and disseminate information required for effective response to and recovery from the effects of a hazardous materials incident.

District Attorney (NCDA): Available to provide emergency legal assistance such as search warrants, temporary restraining orders and legal advise concerning criminal law issues. Provides legal assistance for cost recovery and reimbursement

Communications (NCSO): The principal relay point in the County for emergency contact is the Sheriff's Office Dispatch. This office provides 911, paramedic, ambulance, and all Sheriff's transmissions. The personnel are trained as emergency medical dispatchers. In addition to county communications this office maintains contact with all neighboring counties, State and Federal offices.

Telephone Contact

Office Of Emergency Services (OES)	**(707) 253-4421**
Sheriff's Dispatch	**(707) 253-4451**
Division of Forestry	**(707) 253-4080**

1531.9 San Mateo County Response System

County OES: **(650) 363-4790** LT Tim McHenry (24 hr)

The San Mateo Area Office of Emergency Services will activate a recall of the OES staff and complete a preliminary assessment of the damage or potential damage to citizens, property or the environment of San Mateo. If, upon

completion of the initial assessment, it is determined that either significant damage or the threat of serious is evident the Area Emergency Operations Center will be activated. The San Mateo County EOC, if activated, will utilize the Incident Command

System emergency management system modified to support earthquake response. The initial goals of the San Mateo Area Emergency Response Team will be as follows:

1) Assess the damage or threat of damage to citizens, property, environment or habitat within San Mateo County.

2) Report damage assessments to State OES.

3) Coordinate immediate action response and long term efforts with the state.

4) Contact the San Mateo County Volunteer Coordination Center and coordinate activation of their organization in order to place convergent volunteers in the various private and civic volunteer organizations that normally deal with disaster response efforts.

6) Coordinate with various governmental agencies at all levels, civic groups in order to effect a coordinated an effective response.

7) Activate the Public Information Office (PIO) in order to inform the public of the developing situation.

Telephone Contact

Office Of Emergency Services (OES)	**(650) 363-4790**
Sheriff's Dispatch	**(650) 363-4531**

1531.10 Santa Clara County Response System

County OES: Marcia Garcia **(408) 299-3751** (24 hr)

Plan to be submitted.

1531.11 Santa Cruz County Response System

County OES: Nancy Carr-Gordon **(831) 471-1190** (24 hr)

Emergency Operations Center

For those emergency incidents beyond a local jurisdiction's capabilities, the County's Emergency Operations Center (EOC) may be activated to serve as the central point for resources support and incident coordination.

The County EOC may call on additional resources depending upon the threat posed by the incident and the type of resources necessary for positive resolution.

Any of the following County departments and support agencies involved in incident mitigation may serve in the County EOC. Support agencies are requested by the Incident Commander through County Communications (9-1-1).

Local Government Participants

1. County Coordinator. Each city OES Coordinator has the same responsibilities as the County Coordinator for those incidents that are solely within their jurisdiction. The County Emergency Services Coordinator is automatically notified of all incidents within Santa Cruz County, inclusive of the four incorporated cities, for purposes of statistical tracking and advance coordination. They have overall responsibility for:

a. Planning and coordination of local response activities.
b. Notification of local government officials and the State Office of Emergency Services (OES).
c. Coordination of the various agencies charged with response to hazardous materials incidents.
d. Coordination of mutual aid resources as requested.

2. Sheriff-Coroner/City Police Department. Depending upon jurisdiction, either the Sheriff-Coroner or the local Police Chief has the responsibility for assisting in the management of hazardous materials emergencies and protection of life and property. The Sheriff-Coroner also serves as the County Law Enforcement Coordinator for incidents requiring mutual aid among the law enforcement agencies. A lead law enforcement agent will participate with the Fire Incident Commander in a unified command status. Law enforcement will be responsible for:

a. The evacuation of populations in endangered areas.
b. Maintenance of security for areas evacuated.
c. Traffic control (traffic control in the un-incorporated areas is the responsibility of the California Highway Patrol).

3. Fire Protection Districts/Fire Departments. Depending upon their level of training, Fire Protection Districts, City Fire Departments and County Department of Forestry and Fire Protection will:

a. Accept incident command.
b. Prevent and suppress fire.
c. Isolate and deny entry.
d. Identify and contain hazardous materials.
e. Perform rescue operations.
f. Provide decontamination and first-aid for victims prior to ambulance transportation.
g. Provide Hazardous Materials Response Team.

h. Document activities.

4. Health Officer. The County Health Officer is responsible for the coordination of specific medical responsibilities and procedures once an incident occurs. All disaster medical operations are implemented through the Emergency Medical Services Coordinator.

5. County Public Works Department. When notified of an incident, the County Department of Public Works can respond, under the direction of the incident command Safety Officer, to mitigate the incident by:

a. Provision of barricades for rerouting or restricting traffic.
b. Provide heavy equipment.

1531.12 Solano County Response System

County OES: Bob Powell **(707) 421-7090** (24 hr)

Emergency response within the County of Solano is organized according to the county Operational Area Emergency Plan dated June 1997. This plan established the county response system for county wide multi-hazard emergency operations.

The County of Solano Office of Emergency Services (OES) is established to implement and coordinate emergency response activities within the county. Direction and management of the county OES program is the charge of the Solano County Sheriff's Office with the Emergency Programs Manager directly responsible for OES operations.

As established by the county EOP, multi-agency responses to local emergencies are to be coordinated by county OES and the Emergency Program Manager under the direction of the County Administrative Officer (CAO). The CAO is the Incident Commander, and the County Sheriff is the Deputy Incident Commander within the county Incident Command System, thereby providing the responding local law enforcement, fire protection, and emergency response personnel the communication and logistical support required.

Telephone Contact

Office Of Emergency Services (OES)	**(707) 421-6330**
Sheriff's Dispatch	**(707) 421-7090**

1531.13 Sonoma County Response System

County OES: Sandy Covall **(707) 527-2121** (24 hr)

The Sonoma County Local Emergency Management Organization serves two purposes: (1) coordination and direction of county-wide response and recovery operations, and (2) support for response and recovery operations of the incorporated cities within the county.

The county emergency management organization is headed by the County Administrator (CAO) who serves as Director of Emergency Services, under the direction of the Sonoma County Emergency Management Council. He or she is supported by a staff comprised of the County Emergency Services Coordinator, and functional Operations Coordinators assigned primary and support duties in the County of Sonoma Incident Emergency Management Organization chart.

Sonoma County utilizes the Incident Emergency Management System (IEMS) patterned after the Incident Command System (ICS). Under this system, the CAO is responsible for the overall management of the incident and coordination of the County's response and county departments have specific functions as shown in County of Sonoma Emergency Organization chart.

In an emergency the following command relationships will apply:

Director of Emergency Services/Incident Commander - By ordinance, the County Administrator (CAO) is designated as the Director of Emergency Services. The CAO manages the county's response. For most response efforts, Incident Command will be delegated to the Department of Fire Services or the Sheriff's Office, who will manage operations under the direction of the CAO.

EOC Manager - County Emergency Services Coordinator or designated alternate shall be the local EOC Manager. Responsibilities will include the management and supervision of the administrative functions of the primary/alternate EOC liaisons/operations coordinators. This individual is responsible for maintaining the operational readiness of the primary and alternate EOCs.

On-Scene Management - Generally, on-scene management is provided by the Sonoma County Sheriff's Office, Department of Fire Services or local Fire Chiefs depending on the nature of the incident.

Section Chiefs - Generally, Section Chiefs and support staff are provided by the appropriate county department.

Telephone Contact

Director of Emergency Services	**(707) 527-1152**
CDF Dispatch	**(707) 576-1371**
Sheriff's Office Dispatch	**(707) 528-4192**

1540 Local Response System

1541 City and County of San Francisco Response System

County OES: Lucien Canton **(415) 558-2700** (24 hr)

1) City of San Francisco Local Response Organizations.

Local Response Coordinator. The role of the Local Response Coordinator will be assigned to the Fire Department Chief Officer of Battalion 2. This position is chosen because it is familiar with directing fire and hazardous materials incidents that follow a large earthquake, will maintain this plan, and is available 24 hours a day. The Battalion Chief is located at Engine 36, 109 Oak Street. The local Response Coordinator will have overall responsibility and authority to direct and coordinate the city's response after an earthquake. Before committing resources, approval must be received from the Mayor or the Director of the San Francisco Office of Emergency Services. Some of the responsibilities include:

Crowd and Traffic Control
Emergency Evacuation
Beach and Facility Closures (non-GGNRA)
Fire Suppression
Mobilization of Local Equipment and Personnel
Fire and Port Boats

The local Response Coordinator will report to the State Liaison Officer if the Incident Command System is activated.

San Francisco Fire Department. The Fire Department has responsibility for fire suppression and will assist in the rescue of marine vessels within the county boundaries within the bay. They may assist in isolating areas. Department fireboats are capable of responding to marine vessel fires within the Golden Gate. The Fireboat GUARDIAN may also be able to respond outside the Golden Gate under certain conditions.

On land, the Fire Department is responsible for fire suppression, rescue and immediate medical care within San Francisco boundaries. They are capable of setting up a command post.

As first responders they will be responsible for initial identification and notification to Fire Department Dispatch.

Fire Department Hazardous Materials Team. The HAZMAT Team is responsible for providing an initial hazard assessment of detected substances in a spill. They may help determine response objectives, establish resource requirements, perform site management, help control release of the oil, perform decontamination and START triage, if needed. The local Response Coordinator is a member of the HAZMAT Team.

Department of Public Health Technical Specialist. The DPH Technical Specialist reports to the Local Response Coordinator chemical properties of the spilled oil. He is also responsible for contacting the Poison Control Center, Chem-Trec and/or the Responsible Party to obtain all information required for personnel safety at the spill site. Such information may include: facility/site maps, personal protective equipment required, toxic contaminant monitoring requirements, and

public health threat assessment. He will also assist in mitigation strategy and arrange for hazardous waste disposal. Documentation of local spill response and final clearance to reoccupy are also the responsibility of the DPH Technical specialist.

Paramedic Division. The Paramedic Division will communicate with hospital medical personnel to provide guidance on the potential for patient drop-in and treatment. They will notify EMS of major incidents with a potential for mass casualties. They will coordinate with private ambulance services if Division resources are inadequate.

San Francisco Police Department. The SFPD are first responders. They will isolate an area and set barricades, if possible. They will perform evacuation of the public as required and will maintain security for designated zones. They may also provide security in GGNRA areas when requested by the National Park Police.

Department of Public Works. The DPW will provide heavy equipment and vehicles as necessary. They have mobile command posts available for use.

San Francisco Municipal Railway. The Municipal Railway can provide transportation for personnel and supplies when needed. Railway staff will take direction from the Local Response Coordinator.

San Francisco Port Commission. The Port Commission will, using Port District Boats, assist in making a damage assessments, determine response objectives and establish resource requirements. Port District staff will provide assistance is setting up staging areas and may provide security for port facilities.

Recreation and Parks Department. Recreation and Parks may assist in providing resources in making damage assessments.

Office of Emergency Services. OES will be responsible for coordinating local response agencies. Staff may provide assistance in making notifications and service requests to local, state and federal agencies. OES facilities may be utilized for a local command post. The local Response Coordinator will determine if OES facilities will be activated.

Poison Control/Toxic Information Center. The Poison Control Center is responsible for providing chemical and health hazard information to public safety officials and the public. They can also provide information to medical providers on treatment/decontamination of injured persons.

San Francisco Emergency Medical Services Agency. The Emergency Medical Services Agency is responsible for coordinating emergency medical services for injured victims or others that may need these services due to a large earthquake or related events. They determine what emergency services are available at San Francisco hospitals and provide direction to which hospitals should be utilized.

2) Golden Gate National Recreation Area Response Organizations

Local Response Coordinator. The park has developed an internal response policy that will be activated by calling the park's 24 hour Emergency Communications Center at **(415) 561-5505**. The GGNRA local response coordinator will report to the Liaison Officer at the Incident Command Post.

Park Emergency Communications Center. The park communications center is responsible for notifying the local response coordinator, park superintendent, and National Response Center of any damage to facilities. They will also contact park law, park fire/EMS, park safety and/or park maintenance for the purpose of isolating areas and/or treating patients. The Park Communications Center can mobilize fire engines, police cars, zodiac boats, heavy equipment and natural and cultural resource specialists.

3. OTHER LOCAL RESPONSE AGENCIES

American Red Cross (Golden Gate Chapter). The ARC will be responsible for setting up mass care shelters if needed and can provide canteen services for emergency workers, volunteers, and evacuees. Normally shelter/canteens will be established at designated staging areas.

Local Emergency Response Committee. The ERC assists the Local Response Coordinators in coordinating mutual aid and resources from the Bay Area coastal region as well as from the state office of emergency services and/or cognizant federal agencies.

Telephone Contact

Office Of Emergency Services (OES)	**(415) 558-2700**
S. F. Fire Dept. Dispatch	**(415) 861-8020**
Emergency Operations Center (EOC)	**(415) 558-2700**

1600 Federal, State, and Local Agency Spreadsheet

To be developed.

1700 Plan Review

This section has been removed to allow for public release.

1800 Exercise Process

This section has been removed to allow for public release.

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2000 COMMAND

2100 Command Structure: ICS

To standardize response management within the marine safety field, the Coast Guard has adopted the National Interagency Incident Management System (NIIMS) based Incident Command System (ICS).

The ICS organization is built around five major functions that are applied on any incident, large or small. They are Incident Commander Operations, Planning, Logistics and Finance. A major advantage of the ICS organization is the ability to expand and contract organizationally as required by the incident. For some incidents only a few of the organization's functional elements may be required. For larger or more complicated responses, additional positions exist within the ICS framework to meet virtually any need.

The Incident Commander(IC) is responsible for assigning individuals to fill the designated positions in the ICS response organization. It should be noted, however, that one individual may fill several of the designated positions. These assignments will be predicated on the extent of the damage and the need for extensive manning. These positions and their responsibilities are as follows:

(1) Information Officer - Responsible for the coordination and release of all media releases and the scheduling of press conferences related to the incident. The IO may also establish a Joint Information Center (JIC) to facilitate the coordinated release of available information.

(2) Liaison Officer - Responsible for coordinating with outside agencies, individuals, or groups involved in the response.

(3) Safety Officer - Responsible for the safety of all activities associated with the response and compliance with applicable safety laws and regulations. Also responsible for assessing hazardous and unsafe situations and developing measures for assuring personnel safety.

(4) Operations Chief - Responsible for management of the tactical response to the recovery efforts.

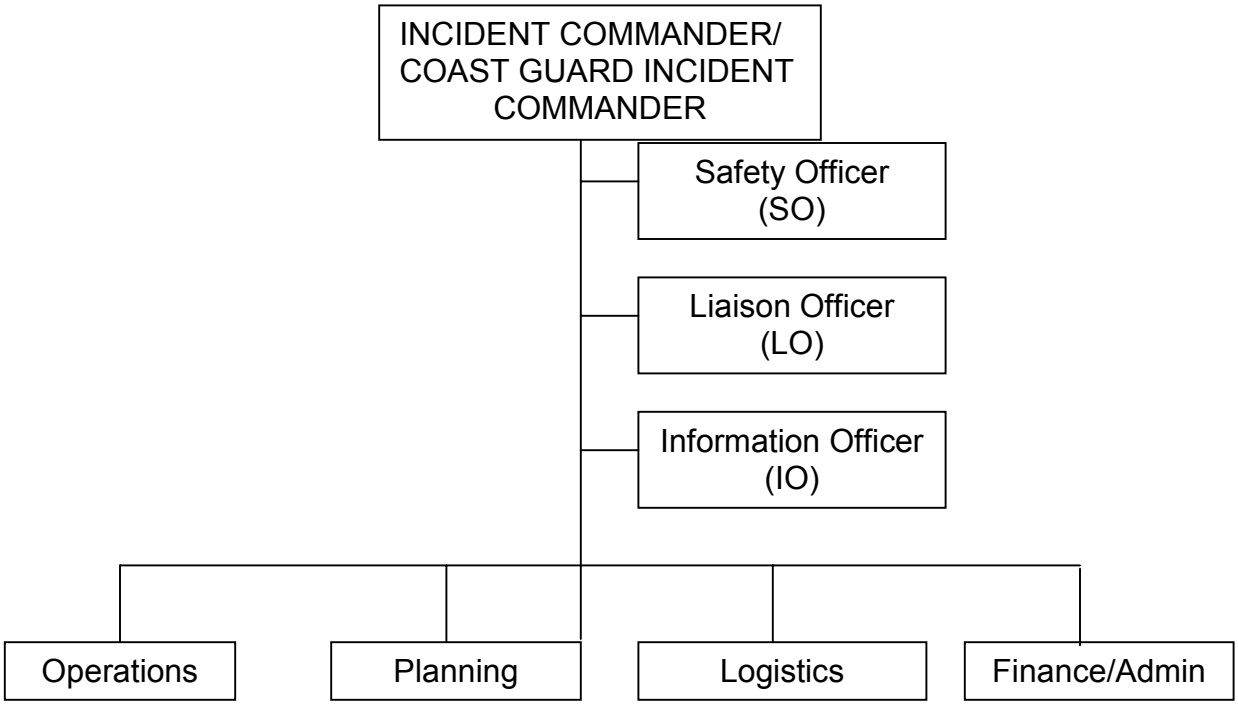
(5) Planning Chief - Responsible for the development of strategies for the recovery.

(6) Logistics Chief - Responsible for ensuring that the necessary personnel and equipment are obtained and delivered to conduct the recovery.

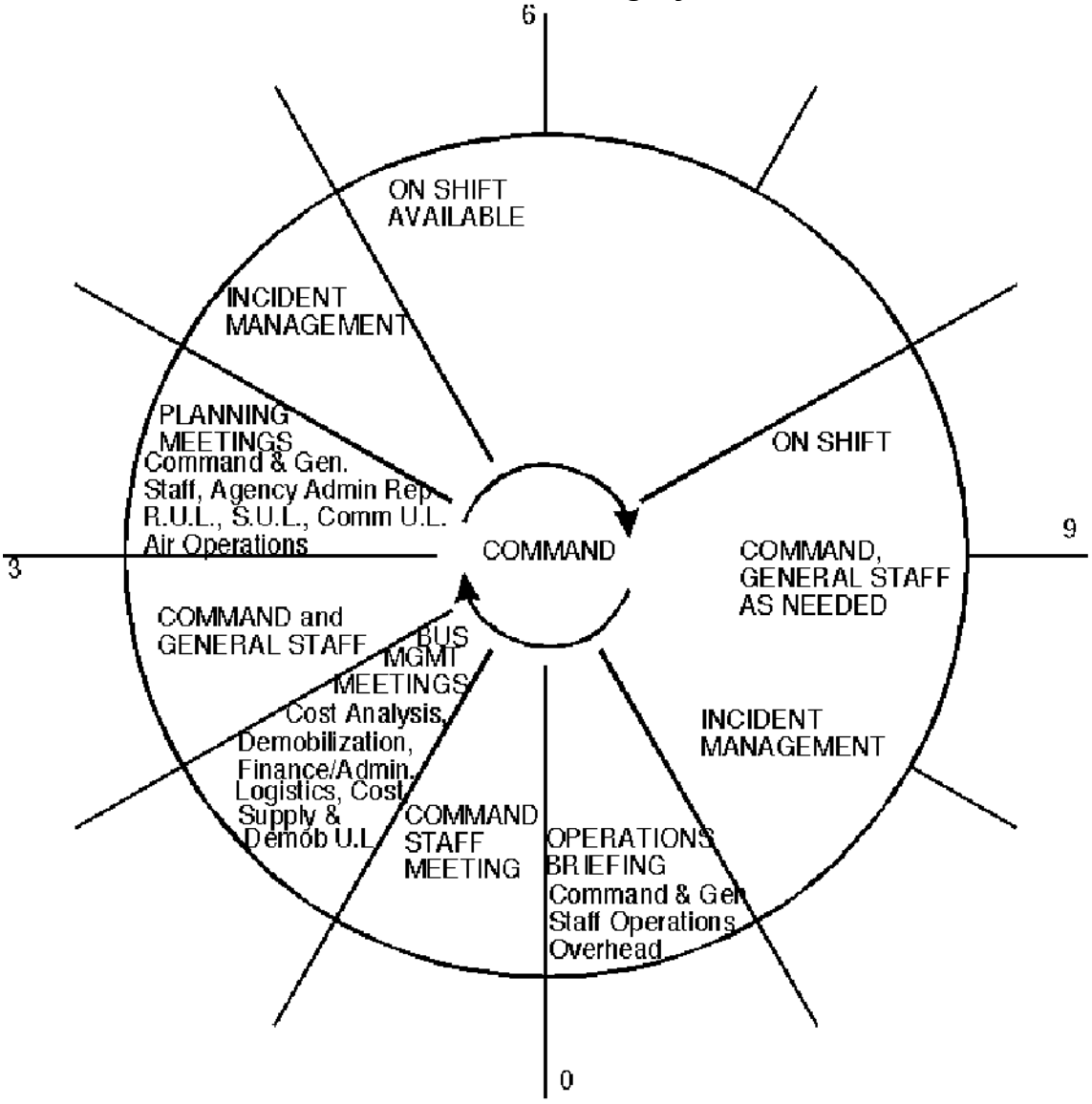
(7) Finance/Admin Chief - Responsible for the accounting management of expenditures.

With this in mind, we will now examine each of the five major functional elements, concentrating on responsibilities and duties. First we will list a planning cycle guide, common responsibilities and then the duties of the Incident Commander and the Command and General Staff.

COMMAND STRUCTURE



2110 Command and General Staff Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period

2111 Cycle Guide Abbreviations & Acronyms

Agency Admin Rep. - Agency Administrator Representative
Bus. Mgmt. - Business Management
Comm. U.L. - Communications Unit Leader
Finance/Admin. - Finance/Administration
R.U.L. - Resources Unit Leader
S.U.L. - Situation Unit Leader
Supply & Demob. U.L. - Supply & Demobilization Unit Leader

2120 Common Responsibilities

The following are responsibilities *applicable* to all ICS personnel:

a. Receive assignment, notification, reporting location, reporting time and travel instructions from your home agency.
b. Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at:
   - Incident Command Post
   - Base or Camps, Staging Areas, Helibases
   - Division Supervisors (for direct line assignments).
c. Agency representatives from assisting or cooperating agencies report to Liaison Officer at the Command Post after checking in.
d. All radio communications to Incident Communications Center will be addressed: “(Incident Name) Communications”.
e. Use clear text and ICS terminology (no codes) in all radio transmissions.
f. Receive briefing from immediate supervisor.
g. Acquire work materials.
h. Organize, assign and brief subordinates.
i. Complete forms and reports required of the assigned position and send material through supervisor to the Documentation Unit.
j. Respond to demobilization orders.
k. Brief subordinates regarding demobilization.

2121 Unit Leader Responsibilities

Common responsibilities that must be accomplished by all Unit Leaders include:

a. Participate in incident planning meetings, as required.
b. Determine current status of unit activities.
c. Confirm dispatch and estimated time of arrival of staff and supplies.
d. Assign specific duties to staff; supervise staff.
e. Determine resource needs.
f. Develop and implement accountability, safety and security measures for personnel and resources.
g. Supervise demobilization of unit, including storage of supplies.
h. Provide Supply Unit Leader with a list of supplies to be replenished. Maintain unit records, including Unit/Activity Log (ICS 214).

2130 ICS Levels

2131 Section

That organization level having functional responsibility for primary segments of incident operation such as: Operations, Planning, Logistics and Finance. The Section level is organizationally between Branch and Incident Commander. Lead title is Section Chief. Support Position is Deputy.

2132 Branch

That organization level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Lead title of the Branch is Branch Director. Support Position is Deputy.

2133 Division

That organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division/Group level is organizationally between the Task Force/Team and the Branch. (Also see Group.) Lead title of the Division is Division Supervisor.

2134 Group

Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division).

Groups are located between Branches (when activated) and Resources in the Operations Section. Lead title of the Group is Group Supervisor.

2135 Strike Team/Task Force

A group of resources with common communications and a leader assembled for a specific mission. Lead title is Task Force Leader.

2136 Unit

That organizational element having functional responsibility for a specific incident planning, logistic, or finance activity. Lead title is Unit Leader. Support position is Manager.

2137 Single Resource

An individual, a piece of equipment and it's personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

2200 Command/Staff Elements: Roles and Responsibilities

2210 Incident Commander

The Incident Commander (IC) is responsible for the overall management of the incident. The IC directs incident activities including the development and implementation of strategic decisions and approves the ordering and releasing of resources. The IC may also assign Deputy ICs to assist in carrying out IC responsibilities.

2220 Command Staff

2221 Information Officer (IO)

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other agencies and organizations as appropriate. Only one Information Officer will be assigned to the incident. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

a. Establish a single information center. (This may be called the Joint Information Center (JIC)).
b. Contact the jurisdictional agencies to coordinate public information activities.

c. Establish information collection requirements.

d. Prepare initial information summary as soon as possible after arrival.

e. Observe constraints on the release of information imposed by CGIC.

f. Obtain approval for release of information from CGIC.

g. Prepare and disseminate news releases.

i. Attend meetings to update information releases.

j. Arrange for meetings between media and incident personnel.

k. Provide escort service and protective clothing to media personnel/VIPs.

l. Respond to special requests for information.

m. Obtain media information that may be useful to incident planning.

n. Maintain current information summaries and/or displays of the incident and provide information on the status of the incident to incident personnel.

o. Resolve conflicting information and bring media concerns to CGIC.

2221.1 Joint Information Center (JIC)

During a major disaster where media activity is expected to last several days, the lead Information Officer (IO) should establish a Joint Information Center (JIC) to coordinate the Public Affairs activities of participating agencies and parties. The role of the JIC is to:

1. Provide multiple phone lines for incoming calls, staffed by knowledgeable individuals;

2. Ensure State and Federal government Public Affairs Officers (PAOs) are available to the media;

3. Develop and produce joint news releases under the Unified Command, which must be approved by the State, Federal, and RP's Incident Commanders, and provide copies to the Unified Command and each Section of the ICS;

4. Schedule, organize, and facilitate news conferences;

It is recommended that the JIC be in the same building as the Command Center, but in a room separate from other sections. PAOs need to be close to the UC and other sections for effective communication flow, but not so close as to disturb response operations.

Equipment needs for the JIC vary, dependent on the size and impact of the incident, and media and public interest levels.

If possible, a separate "Press Room" should be established for reporters' use. This room may be used by reporters covering the story, and would ideally be

equipped with several phone lines and electrical outlets, and a couple of desks or tables and chairs. There should be a way to display maps, status boards, and other visual aids that could be used on-camera, and a table near the door for the latest news releases, fact sheets, and advisories. If there is room for seating and a podium with PA system, the press room is a good site for all formal news conferences. This allows TV news crews to set-up cameras in advance, and reporters to do stand-ups and call-ins from an easy, central location.

2221.2 Media Contacts

For local media contacts, contact CG PACAREA (Pcp) at **510-437-3319/3325** or the PACAREA (Pcp) detachment in Los Angeles at **310-732-7351.**

Office of Emergency Services	**1-800-852-7550**

Wire Service

San Francisco	
Bay City News:	**415-552-8900**
	Fax **415-552-8912**
Associated Press:	**415-621-7432**
	Fax **415-552-9430**
United Press Int'l:	**415-777-8200**
	Fax **415-552-8232**
Los Angeles	
Associated Press:	**213-626-1200**
	Fax **213-346-0200**
United Press Int'l:	**213-580-9898**
	Fax **213-580-9880**

2222 Health & Safety Officer (SO)

The Health & Safety Officer is responsible for identifying and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Health & Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Health & Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan, and includes safety messages in each Incident Action Plan. The Health & Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

a. Identify hazardous or unsafe situations associated with the incident.
b. Ensure the preparation and implementation of the Site Safety Plan.
c. Review the IAP for safety implications.
d. Exercise emergency authority to stop and prevent unsafe acts.

e. Review and approve the Medical Plan.

2223 Liaison Officer (LO)

For incidents that are multi-jurisdiction, or have several agencies involved, a Liaison Officer position may be established on the Command Staff. The Liaison Officer responsibilities include:

a. Review Common Responsibilities (2110)
b. Provide a point of contact for assisting and cooperating Agency Representatives.
c. Identify Agency Representatives from each agency including communications link and location.
d. Maintain a list of assisting and coordinating interagency contacts.
e. Assist in establishing and coordinating inter-agency contacts.
f. Keep agencies supporting incident aware of incident status.
g. Monitor incident operations to identify current or potential inter-organizational issues and advise Incident Command as appropriate.
h. Participate in planning meetings, provide current resource status information, including limitations and capabilities of assisting agency resources.
i. Maintain unit/Activity Log (ICS 214).

2230 Multi-Agency Coordination System (MACS)

A MACS is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations. Each MAC Group will be facilitated by a MAC Group Coordinator and include MAC Group Agency Representatives.

2231 MAC Group

A Multi-Agency Coordination System (MACS) is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations. Each MAC Group will be facilitated by a MAC Group Coordinator and include MAC Group Agency Representatives. The MACS will:

a. Evaluate new incidents.
b. Prioritize incidents
- Health and Human Safety
- Environmental Areas Threatened
- Real Property threatened
- High damage potential

- Incident complexity

c. Ensure agency resource situation is current.
d. Determine specific agency resource requirements.
e. Determine agency resources availability (available for out-of-jurisdiction assignment at this time).

f. Determine need and designate regional mobilization.
g. Allocate resources to incidents based on priorities.
h. Anticipate future agency/regional resource needs.
i. Communicate MACS “decisions” back to agencies/incidents.
j. Review policies/agreements for regional resource allocations.
k. Review need for other agencies involvement in MACS.
l. Provide necessary liaison with out-of-region facilities and agencies as appropriate.

2232 MAC Group Coordinator

The MAC Group Coordinator serves as a facilitator in organizing and accomplishing the mission, goals and direction of the MAC Group. The Coordinator will:

a. Facilitate the MAC Group decision process by obtaining, developing and displaying situation information.
b. Fill and supervise necessary unit support positions within the MAC Group.
c. Acquire and manage facilities and equipment necessary to carry out the MAC Group functions.
d. Implement the decisions made by the MAC Group.

2233 MAC Group Agency Representative

The MAC Agency Representative would be an individual assigned to represent their agency on a MAC Group and would act with full authority on behalf of the agency which the individual represents with duties including but not limited to:

a. Ensure that current situation and resource status is provided by their agency.
b. Prioritize incidents by an agreed upon set of criteria.
c. Determine specific resource requirements by the agency.
d. Determine resource availability for out-of jurisdiction assignments and the need to provide resources in Mobilization Centers.
e. As needed, designate area or regional mobilization and demobilization centers within their jurisdiction.
f. Collectively allocate scarce, limited resources to incidents based on priorities.

g. Anticipate and identify future resource needs.
h. Review and coordinate policies, procedures and agreements as necessary.
i. Consider legal/fiscal implications.
j. Review need for participation by other agencies.
k. Provide liaison with out-of-the-area facilities and agencies as appropriate.
l. Critique and recommend improvements to MACS and MAC Group Operations.
m. Provide personnel cadre and transition to emergency or disaster recovery as necessary.

2234 MAC Situation Assessment Unit

The MAC Situation Assessment Unit (This is also referred to in some agencies and EOC's as the Intelligence Unit) in the MACS is responsible for the collection and organization of incident status and situation information. They evaluate, analyze and display information for use by the MAC Group. Functions include the following:

a. Maintain incident situation including location, type, size, potential for damage, control problems and any other significant information.
b. Maintain information on environmental issues, cultural and historic resources or sensitive populations and areas.
c. Maintain information on meteorological conditions and forecast conditions that may have an effect on incident operations.
d. Request/obtain resource status information from the Resource Unit or agency dispatch sources.
e. Combine, summarize and display data for all appropriate incidents according to established criteria.
f. Collect information on accidents, injuries, deaths and any other significant occurrences.
g. Develop projections of future incident activity.

2235 MAC Resources Unit

The MAC Resources Unit, if activated in a MACS, maintains summary information by agency on critical equipment and personnel committed and available within the MACS area of responsibility. Status is kept on the overall numbers of critical resources rather than on individual units. Functions can include the following:

a. Maintain current information on the numbers of personnel and major items of equipment committed and/or available for assignment.
b. Identify both essential and excess resources.

c. Provide resource summary information to the Situation Assessment Unit as requested.

2236 MAC Information Unit

The MAC Information Unit is designed to satisfy the need for regional information gathering. The unit will operate an information center to serve the print and broadcast media and other governmental agencies. I will provide summary information from agency/incident information officers and identify local agency sources for additional information to the media and other government agencies. Functions are to:

a. Prepare and release summary information to the news media and participating agencies.
b. Assist news media visiting the MACS facility and provide information on its function. Stress joint agency involvement.
c. Assist in scheduling media conferences and briefings. Assist in preparing information materials, etc., when requested by the MAC Group coordinator.
d. Coordinate all matters related to public affairs (VIP tours, etc.). Act as escort for facilitate agency tours of incident areas, as appropriate.

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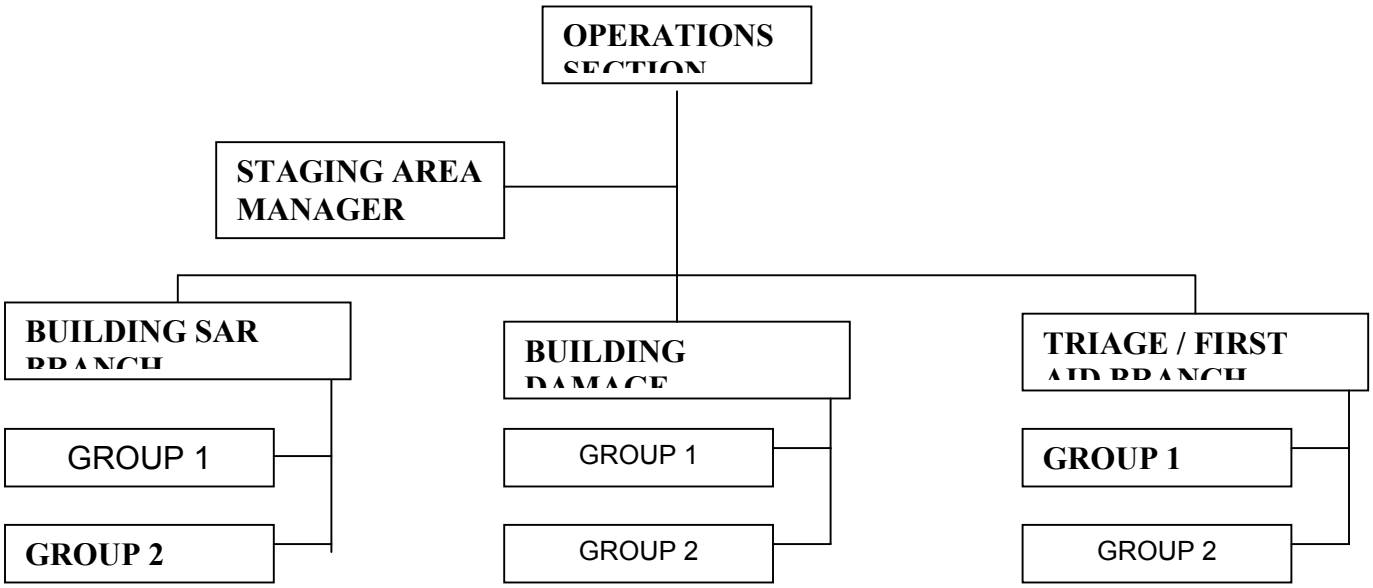
3000 OPERATIONS

3100 Operations Section Organization



Responsible for all operations directly applicable to the initial response of an earthquake affecting building 14. Directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the Incident Commander (IC). Includes the Building Search and Rescue Branch, Building Damage Assessment Branch, and the Triage / First Aid Branch. The IC will determine the need for a separate Operations Section at an incident or event. Until Operations is established as a separate Section, the IC will have direct control of response resources.

3200 Roles and Responsibilities

3210 Operations Section Chief

The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety Plan; directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plans as necessary, and reports such to the Incident Commander. There is only one Operations Section Chief for each operational period.

a. Review Common Responsibilities as per *Field Operations Guide (FOG) Incident Command System (ICS)*.
b. Develop operations portion of Incident Action Plan.
c. Brief and assign operations personnel in accordance with Incident Action Plan.
d. Supervise the execution of the Incident Action Plan for Operations.
e. Request resources needed to implement the Operation's tactics as part of the Incident Action Plan development (ICS 215).
f. Ensure safe response operations.
g. Make or approve expedient changes to the Incident Action Plan during the operational period as necessary.
h. Approve suggested list of resources to be released from assigned status (not released from the incident).
i. Assemble and disassemble teams/group forces assigned to operations section.
j. Report information about changes in the implementation of the IAP, special activities, events, and occurrences to Incident Commander as well as to Planning Section Chief and Information Officer.
k. Maintain Unit/Activity Log (ICS 214).

3211 Staging Area Manager

Under the Operations Section Chief, the Staging Area Manager is responsible for managing all activities within the designated staging area.

a. Review Common Responsibilities as per *Field Operations Guide (FOG) Incident Command System (ICS)*.
b. Implement pertinent sections of the Incident Action Plan.
c. Establish and maintain boundaries of the staging area.
d. Post signs for identification and traffic control. Post signs.
e. Establish check-in function as appropriate.
f. Determine and request logistical support for personnel and/or equipment as needed.

g. Advise Operations Section Chief of all changing situations/conditions on scene.
h. Respond to requests for resource assignments.
I. Respond to requests for information as required.
j. Demobilize or reposition staging area as needed.
k. Maintain Unit/Activity Log (ICS 214).

3220 Building Search and Rescue (SAR) Branch / Director

If established separately at an incident, Building SAR will be activated at the Branch level within the Operations Section. This will be done on incidents in which unit personnel remain unaccounted for after initial mustering following a severe earthquake.

The Building SAR Branch Director is primarily responsible for preparing the Building SAR portion of the Incident Action Plan. After the Incident Action Plan is approved, Building SAR is responsible for implementing its strategic aspects, those that relate to the search and identification of unaccounted for personnel.

a. Review Common Responsibilities as per the *Field Operations Guide (FOG) Incident Command System (ICS)*.
b. Organize preliminary building SAR operations.
c. Participate in preparation of the Incident Action Plan.
d. Perform operational planning for building SAR operations.
e. Coordinate with appropriate Operations Section personnel.
f. Supervise all building SAR operation activities associated with the incident.
g. Update building SAR plans.
h. Report to the Operations Section Chief on building SAR operation activities.
i. Maintain Unit/Activity Log (ICS 214).

3221 SAR Group / Supervisor

The SAR Group Supervisor is primarily responsible for the implementation of building SAR activities after the initial building damage assessment has been completed. The SAR Group Supervisor reports to the Building SAR Branch Director.

a. Review Common Responsibilities as per the *Field Operations Guide (FOG) Incident Command System (ICS)*.
b. Obtain briefing from the Building SAR Branch Director or Operations Section Chief of the structural assessment of Building 14 prior to entry.
c. Manage building SAR activities based upon the Incident Action Plan.
d. Establish and maintain communications with SAR Group members.
e. Inform the Building SAR Branch Director of tactical recommendations affecting the Building SAR portion of the Incident Action Plan.
f. Report on incidents/accidents.
g. Maintain Unit/Activity Log (ICS 214).

3222 Personnel Accounting Division / Supervisor

The Personnel Accounting Division Supervisor is primarily responsible for the mustering and accounting for all unit personnel and report to the Building SAR Branch Director.

a. Review Common Responsibilities as per the *Field Operations Guide (FOG) Incident Command System (ICS)*.
b. Obtain briefing from the Building SAR Branch Director.
c. Manage personnel accounting operations based upon the Incident Action Plan.
d. Inform the Building SAR Branch Director of recommendations affecting the Building SAR operations portion of the Incident Action Plan.
e. Record and report on personnel accounting and operations activities to Building SAR Branch Director.
f. Report on incidents/accidents.
g. Maintain Unit/Activity Log (ICS 214).

3230 Building Damage Assessment Branch / Director

The Building Damage Assessment Branch Director is responsible for overseeing and implementing the initial damage assessment activities conducted by MSO unit personnel as established in the Incident Action Plan. Depending on outside MSO resource availability, CG and/or local agency, more detailed assessments may start within two hours of an evacuation or may take many days. The Building Damage Assessment Branch Director reports to the Operations Section Chief.

a. Review Common Responsibilities as per *Field Operations Guide (FOG) Incident Command System (ICS)*.
b. Participate in planning meetings as required.
c. Develop building damage assessment portion of Incident Action Plan.
d. Brief and assign damage assessment personnel in accordance with Incident Action Plan.
e. Supervise building damage assessment.
f. Coordinate initial structural assessment according to the Structural Assessment Checklist (found in section 9000) prior to entry of Building SAR Groups.
g. Determine resource needs.
h. Report building damage assessment findings to the Operations Section Chief.
i. Maintain Unit/Activity Log (ICS 214).

3231 Damage Assessment Group / Supervisor

Under the Building Damage Assessment Branch Director, the Damage Assessment Group Supervisor is responsible for the initial structural assessment of Building 14. This

structural assessment needs to be completed prior to unit personnel reentering the building, either to resume normal operations or conduct building SAR operations.

a. Review Common Responsibilities as per the *Field Operations Guide (FOG) Incident Command System (ICS)*.
b. Implement damage assessment activities in Incident Action Plan.
c. Conduct initial structural assessment according to the Structural Assessment Checklist (found in section 9000) prior to entry of Building SAR Groups.
d. Turn off natural gas supply only if one detects the odor of natural gas. A yellow and red wrench (a metal plate with a square hole in the red end) is attached to the piping with a chain. Shut off the supply by putting the red end of the wrench over the red square-headed valve that is on top of the piping and turning ¼ turn in either direction.
e. Direct, coordinate and assess effectiveness of building assessment actions.
f. Modify building assessment actions as needed.
g. Brief the Building Damage Assessment Branch Director on activities.
h. Report on incidents/accidents.
i. Maintain Unit/Activity Log (ICS 214).

3240 Triage / First Aid Branch / Director

The Triage First Aid Branch Director is primarily responsible for overseeing the setup of a triage area within the staging area and overseeing the identification and treatment of the injured.

a. Review Common Responsibilities as per the *Field Operations Guide (FOG) Incident Command System (ICS)*.
b. Participate in planning meetings as required.
c. Develop operations portion of Incident Action Plan.
d. Supervise first aid operations.
e. Determine need and request additional resources.
f. Report information about first aid activities to the Operations Section Chief.
g. Maintain Unit/Activity Log (ICS 214).

3241 Triage / First Aid Group / Supervisor

Under the direction of the Triage First Aid Branch Director, the Triage First Aid Group Supervisor is responsible for prioritization and coordination of all triage/first aid response missions directly related to an earthquake.

a. Review Common Responsibilities as per the *Field Operations Guide (FOG) Incident Command System (ICS)*.
b. Prioritize first aid missions. Determine resource needs.
c. Direct and coordinate first aid missions.
d. Manage dedicated first aid resources.
e. Brief Triage / First Aid Branch Director on activities.

f. Report on incidents/accidents.
g. Maintain Unit/Activity Log (ICS 214)

3300 Initial Emergency Communication

This section has been removed to allow for public release.

3400 Required Correspondence

This section has been removed to allow for public release.

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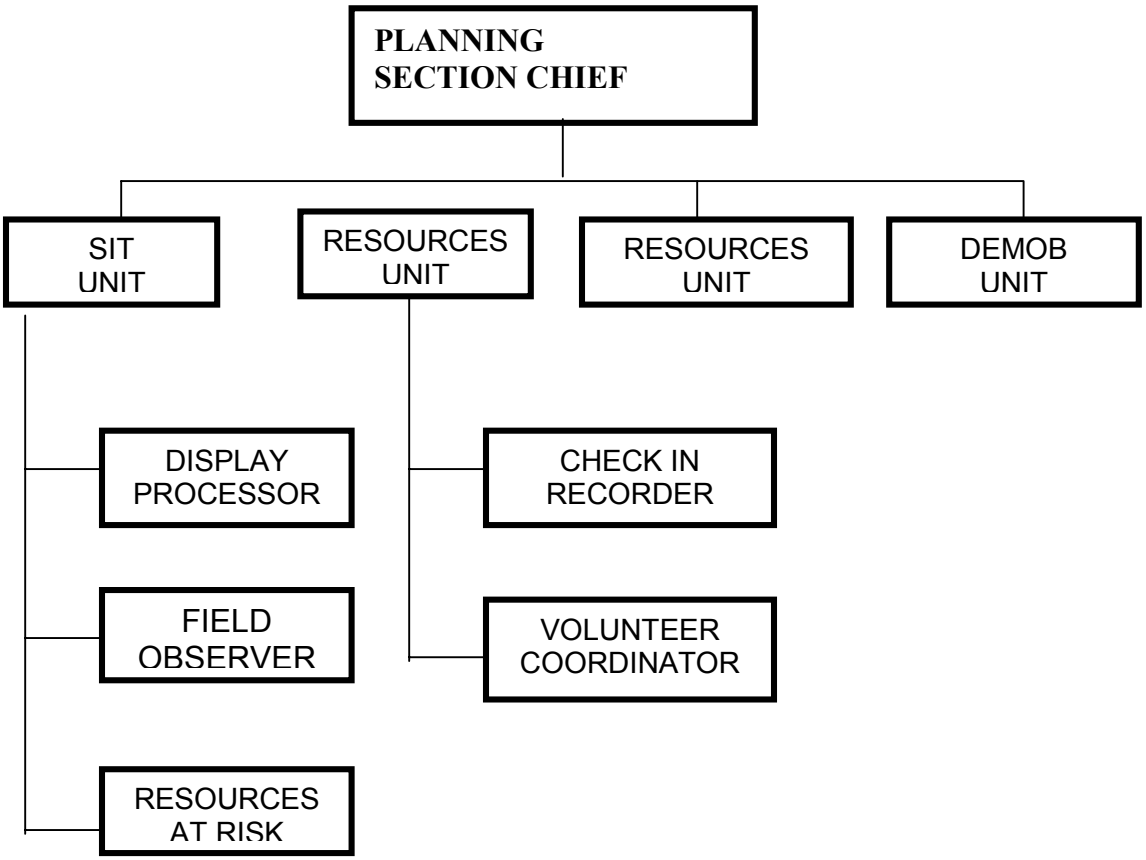
4000 PLANNING

4100 PLANNING SECTION ORGANIZATION

The Planning Section is responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists.

Several Planning Section Units may be established. Duties of each Unit are covered in other modules. Not all of the Units may be required, and they will be activated based upon need.

PLANNING SECTION DIAGRAM



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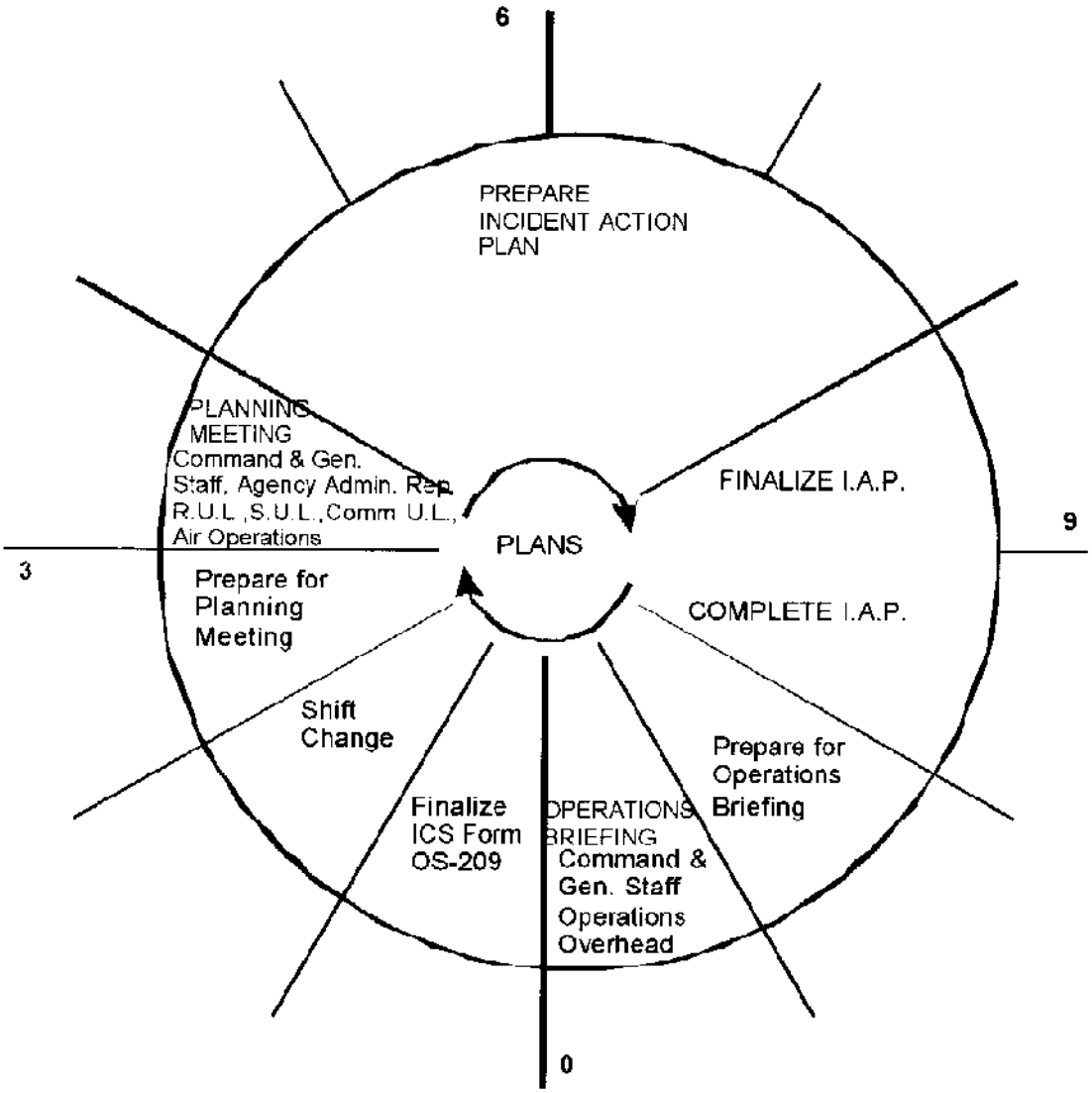

Based on a 12 hour operational period, may be modified based on actual duration of operation period (e.g. 24, 36, etc.)

ABBREVIATIONS & ACRONYMS

Agency Admin. Rep.:	Agency Administrator Representative
Comm. U.L.:	Communications Unit Leader
Gen.:	General
I.A.P.:	Incident Action Plan
R.U.L.:	Resources Unit Leader
S.U.L.:	Situation Unit Leader

4200 Roles and Responsibilities

4210 ICS Planning Section Roles

4211 Planning Section Chief

The Planning Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies for the incident.

a. Review Common Responsibilities (section 2120).
b. Activate Planning Section units.
c. Assign available personnel already on site to ICS organizational positions as appropriate.
d. Collect and process situation information about the incident.
e. Supervise preparation of the Incident Action Plan.
f. Provide input to the Incident Command and Operations Sections Chief in preparing the Incident Action Plan.
g. Participate in planning and other meetings as required.
h. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
i. Determine need for any specialized resources in support of the incident.
j. Provide Resources Unit with the Planning Section's organizational structure including names and locations of assigned personnel.
k. Assemble information on alternative strategies.
l. Assemble and disassemble teams or task forces as necessary.
m. Provide periodic predictions on incident potential.
n. Compile and display incident status summary information.
o. Provide status reports to appropriate requesters.
p. Advise General Staff of any significant changes in incident status.
q. Instruct Planning Section Units in distribution and routing of incident information.
r. Maintain Section records.
s. Maintain Unit/Activity Log (ICS 214).

4212 Situation Unit Leader

The Situation Unit Leader is responsible for the collection and evaluation of information about the current and possible future status of the earthquake and the earthquake response operations. This responsibility includes the compilation of information regarding the size and magnitude of the earthquake, conducting triage to determine number and severity of injuries, the amount of damage sustained, and impacts on natural resources for the short term and over several days. This responsibility includes providing information to the USGS Specialist(s) for the creation of maps to depict the

current and possible future situation and the preparation of reports for the Planning Section Chief.

a. Review Common Responsibilities (section 2120).
b. Review Unit Leader Responsibilities (section 2121).
c. Obtain briefing and special instructions from the Planning Section Chief.
d. Participate in planning meetings as required.
e. Prepare and maintain Command Post display.
f. Collect and maintain most current incident data.
g. Prepare periodic predictions as requested by the Planning Section Chief.
h. Prepare, post and disseminate resource and situation status information as required in the Incident Information Center.
I. Prepare the Incident Status Summary (ICS 209(oil)).
j. Provide status reports to appropriate requesters.
k. Provide photographic services and maps.

4212.1 Display Processor

The Display Processor is responsible for the display of incident status information obtained from Field Observers, resource status reports, and aerial photographs.

a. Review Common Responsibilities (section 2120).
b. Determine:
   - Location of work assignments.
   - Numbers, types and locations of displays required.
   - Priorities.
   - Map requirements for Incident Action Plan.
   - Time limits for completion.
   - Field Observer assignments and communications means.
c. Obtain necessary equipment and supplies.
d. Obtain copy of Incident Action Plan for each operational period.
e. Assist Situation Unit Leader in analyzing and evaluating field reports.
f. Develop required displays in accordance with time limits for completion.

4212.2 Field Observer

The Field Observer is responsible to collect situation information from personal observations and provide this information to the Situation Unit Leader.

a. Review Common Responsibilities (section 2120).
b. Determine:
   - Location of assignment.
   - Type of information required.
   - Priorities.
   - Time limits for completion.
   - Method of communication.

- Method of transportation.

c. Obtain copy of Incident Action Plan for the Operational Period.
d. Obtain necessary equipment and supplies.
e. Perform Field Observer responsibilities to include but not limited to the following:
   - Affected areas of incident.
   - Future considerations.
   - Hazards.
   - Progress of Operation resources.
f. Be prepared to identify all facility locations (e.g., helispots, Division and Branch boundaries).
g. Report information to Situation Unit Leader by established procedure.
h. Report immediately any condition observed which may cause danger and safety hazard to personnel. Gather intelligence.
j. Identify and possibly utilize observations from civilians (i.e. off-island personnel) to determine full scope and magnitude of communities affected.

4212.3 Resources at Risk Specialist (RAR)

The Resources at Risk Technical Specialist is responsible for the identification of resources thought to be at risk from earthquake damage and the location of natural, cultural, and economic resources available for immediate use. The Resources at Risk Technical Specialist considers the relative importance of the resources and the relative risk to develop a priority list for protection.

a. Review Common Responsibilities (section 2120).
b. Participate in planning meetings as required.
c. Determine resource needs.
d. Obtain current and forecasted status information from Situation Unit.
e. Identify Resources at risk.
f. Identify archaeo-cultural resources at risk.
g. Identify socio-economic resources at risk.
h. Develop a prioritized list of the resources at risk for use by the Planning Section.
i. Provide status reports to appropriate requesters.
j. Maintain Unit/Activity Log (ICS 214).

4213 Resource Unit Leader

The Resource Unit Leader (RUL) is responsible for maintaining the status of all resources (primary and support) at an incident. RUL achieves this through development and maintenance of a master list of all resources, including check-in, status, current location, etc. This unit is also responsible for preparing parts of the Incident Action Plan (ICS 203, 204 & 207) and compiling the entire plan in conjunction with other members of the ICS, (e.g., Situation Unit, Operations, Logistics) and determines the availability of resources.

a. Review Common Responsibilities (section 2120).
b. Review Unit Leader Responsibilities (section 2121).
c. Obtain briefing and special instructions from the Planning Section Chief.
d. Participate in Planning Meetings as required.
e. Establish check-in function at incident locations.
f. Using the Incident Briefing (ICS 201) prepare and maintain the Command Post display (organization chart and resource allocation and deployment sections of display).
g. Establish contacts with incident facilities and begin maintenance of resource status.
h. Gather, post, and maintain incident resource status.
i. Maintain master roster of all resources checked in at the incident.
j. Prepare Organization Assignment List (ICS 203) and Organization Chart (ICS 207).
k. Prepare appropriate parts of assignment lists (ICS 204)
l. Provide status reports to appropriate requesters.

4213.1 Check in Recorder

Check-in recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

a. Review Common Responsibilities (section 2120).
b. Obtain work materials, including Check-in Lists (ICS Form 211).
c. Establish communications with the Communication Center.
d. Post signs so that arriving resources can easily find the check-in locations.
e. Record check-in information on Check-in Lists (ICS Form 211).
f. Transmit check-in information to Resources Unit on regular pre-arranged schedule
g. Forward completed Check-in Lists and Status Change Cards to the Resources Unit.

4213.1 Volunteer Coordinator

The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction and deployment. The Volunteer Coordinator is part of the Planning Section and reports to the Resources Unit Leader.

a. Review Common Responsibilities (section 2120).
b. Coordinate with Resource Unit to determine where volunteers are needed.
c. Advise public of when volunteers are <u>not</u> needed and might interfere with response workers and with the limitations of volunteers (i.e. potential safety risks).
d. Identify any necessary skills and training needs.
e. Verify minimum training needed, as necessary, with Health and Safety Officer or units requesting volunteers (if special skill is required).

f. Activate, as necessary, standby contractors for various training needs (as applicable).
g. Coordinate nearby or on-site training as part of the deployment process.
h. Identify and secure other equipment, materials and supplies as needed.
i. Induct convergent (on the scene) volunteers.
j. Activate other volunteers (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations).
k. Recruit additional volunteers through media appeals (if needed).
l. Assess, train and assign volunteers.
m. Coordinate with Logistics for volunteer housing and meal accommodations.
n. Assist volunteers with other special needs.
o. Maintain Unit/Activity Log (ICS Form 214).

4214 Documentation Unit

The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include: Incident Action Plan, incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of these documents may originate in other sections. This unit shall ensure each section is maintaining and providing appropriate documents. Incident files will be stored for legal, analytical, and historical purposes. The Documentation Unit also provides duplication and copying services.

a. Review Common Responsibilities (section 2120).
b. Review Unit Leader Responsibilities (section 2121).
c. Obtain briefing and special instructions from Planning Section Chief
d. Participate in Planning Meetings as required.
e. Establish and organize incident files.
f. Establish duplication service and respond to requests.
g. File copies of all official forms and reports.
h. Check on accuracy and completeness of records submitted for files and correct errors or omissions by contacting appropriate ICS units.
i. Provide incident documentation to appropriate requesters.

4215 Demobilization Unit

The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan, and assisting Sections/Units in ensuring that an orderly, safe, and cost effective demobilization of personnel and equipment is accomplished from the incident.

a. Review Common Responsibilities (section 2120).
b. Review Unit Leader Responsibilities (section 2121).
c. Obtain briefing and special instructions from Planning Section Chief.

d. Demobilize in accordance with the Demobilization Plan.
e. Review incident resource records to determine probable size of demobilization effort.
f. Participate in planning meetings as required.
g. Evaluate logistics and transportation capabilities required to support demobilization.
h. Prepare and obtain approval of Demobilization Plan including required decontamination.
i. Distribute Demobilization Plan to each processing point.
j. Ensure that all Sections/Units understand their responsibilities within the Demobilization Plan.
k. Monitor implementation and assist in the coordination of the Demobilization Plan.
l. Brief Planning Section Chief on progress of demobilization.
m. Provide status reports to appropriate requesters.

4300 General Hierarchy of Strategic Planning Priorities

4310 Introduction

This section will discuss the strategic objectives as well as the general response philosophy, strategies and countermeasures that will be applied by the Incident Command System (ICS) to a post earthquake response within the boundaries of the area delineated in Section 1400.

4320 Strategic Objectives

4330 Self Preservation

Self-preservation will take precedence over all other activities during and immediately after an earthquake. The safety of the unit members and their families is critical to the ability of the unit to provide an emergency response within the community.

4340 Reconstitution

Unit reconstitution will be initiated as soon as possible. Highest priority will be given to the resumption of communications capabilities. If unit facilities are damaged to a degree that they cannot be occupied, alternate work sites will be considered from which MSO functions can be directed.

4350 Statutory Response

A major earthquake may significantly impact personnel availability, the work place, utilities, and communications. A large number of Coast Guard assets and facilities could also be damaged, which would hamper our ability to respond. However, our unit responsibilities will continue, and may even increase. The ability to fulfill our mission requirements with respect to port operations, marine inspections and investigations will be the top priority once the self-preservation and reconstitution phases are completed.

4360 Recovery

Recovery involves short and long term activities necessary to restore the unit to full operation and pre-emergency conditions.

4400 Response Policy and the Incident Command System

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5320 Coast Guard Communications Capabilities:…… Error! Bookmark not defined.

5321 Pacific Strike Team Command Trailer:…… **Error! Bookmark not defined.**

5322 Transportable Communication Centers (TCC'S):……..
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5330 OSPR Communications Capabilities:…….
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5380 Repeaters.……..
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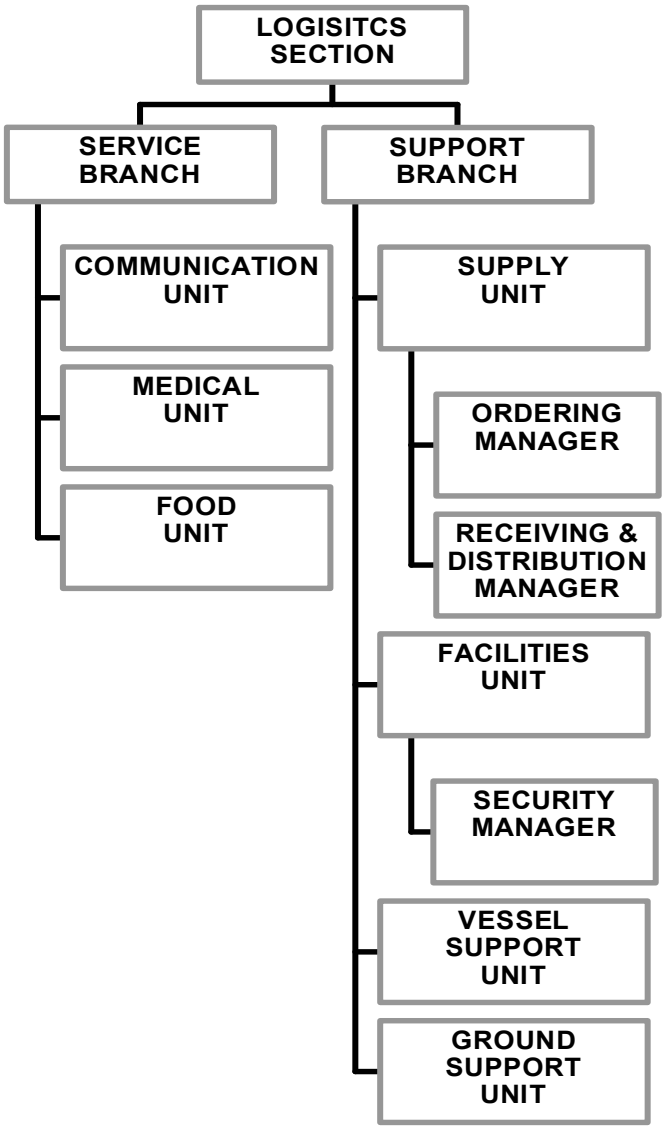
5000 LOGISTICS

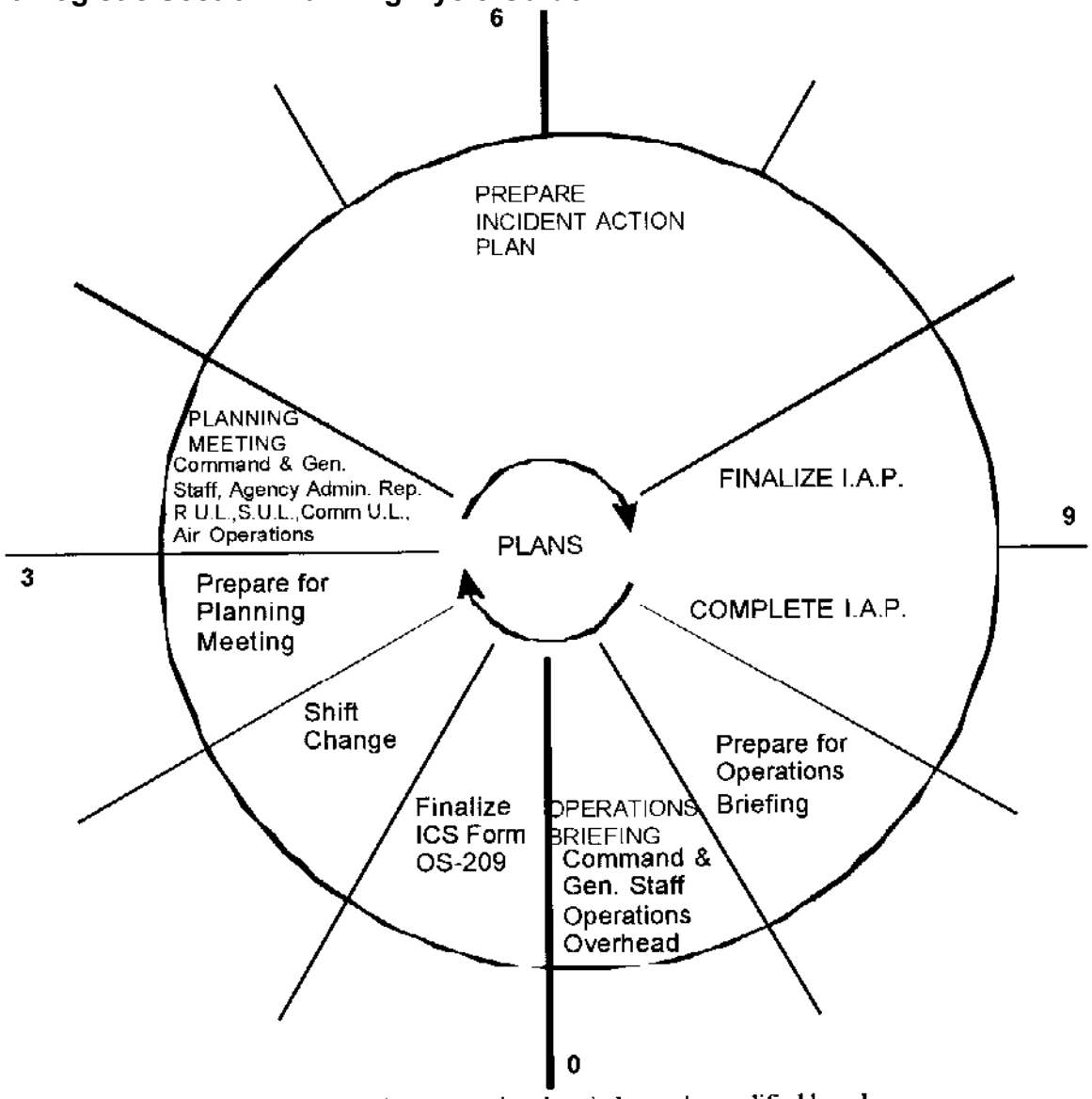
5100 Logistics Section Organization

The Logistics Section is responsible for providing facilities, all services and materials needed for the incident. The Incident Commander will determine the need to establish a Logistics Section on the incident. This is usually determined by the size of the incident, complexity of support, and how long the incident may last. Once the IC determines that there is a need to establish a separate Logistics function, an individual will be assigned as the Logistics Section Chief.

LOGISITCS SECTION DIAGRAM
FIGURE 5000-A



5110 Logistic Section Planning Cycle Guide



Based on a 12 hour operational period, may be modified based on actual duration of operational period (e.g. 24, 36, etc.)

ABBREVIATIONS & ACRONYMS

Agency Admin Rep:	Agency Administrator Representative
Bus. Mgmt:	Business Management
Comm. U.L.:	Communications Unit Leader
Finance/Admin:	Finance/Administration
R.U.L.:	Resources Unit Leader
S.U.L.:	Situation Unit Leader
Supply & Demob. U.L.	Supply & Demobilization Unit Leader

5200 Roles and Responsibilities:

5210 Logistics Sections Chief:

The logistics Sections Chief, is a member of the General Staff, is responsible for providing facilities, services and material in support of the incident. The logistics Section Chief participates in the development of the Incident Action Plan and activates and supervises Branches and units within the Logistics Section.

a. Plan Organization of the Logistics Section.
Assign work location and preliminary work task to Section Personnel.
b. Notify Resources Unit of Logistics Section Units activated including names and locations of assigned personnel.
c. Assemble and brief Branch Directors and Unit Leaders.
d. Participate in preparation of the IAP.
e. Identify services and support requirements for planned and expected operations.
f. Earthquakes are unique as for it will have 2 different phases. The unit's recover phase and the response phase.

5220 Service Branch/ Director:

The Service Branch Director, when activated is under the Logistics Section Chief, and is responsible for the management of all service activities at the incident. The Branch Director supervises the operation of Communication, Medical, and food Units.

a. Obtain working materials from the Logistics Kit.
b. Assign work location and preliminary work task to Section Personnel.
c. Confirm the dispatch of Branch Personnel.
d. Notify Resources Unit of Logistics Section Units activated including names and locations of assigned personnel.
e. Determine level of service required to support operations. Assemble and brief Unit Leaders.
f. Participate in preparation of the IAP.
g. Identify services and support requirements for planned and expected operations.
h. Maintain Unit/Activity Log (ICS 214).

5221 Communications Unit Leader

Under the Service Branch Director or the Logistics Section Chief, the Communications Unit Leader is primarily responsible for the development of the Communication Plan, (ICS 205) for effective use of incident communications equipment and facilities, supervise the incident communications center.

a. Obtain briefing from Service Branch Director or Logistics Section Chief.
b. Determine Unit personnel needs.
c. Ensure that the communications center and message center are established.
d. Set up telephones and public address systems.
e. Maintain Unit/activity Log (ICS 214).

5222 Medical Unit Leader

The Medical Unit Leader is under the Service Branch Director or the Logistics Section Chief, is primarily responsible for the development of the Medical Emergency Plan, obtaining medical aid and transportation for injured personnel and the preparation of reports and records. The Medical Unit may also assist Operation Sections in supplying medical care and assistance to civilian casualties at the incident, but is not intended to provide medical services to the public.

a. Obtain briefing from Service Branch Director or Logistics Section Chief.
b. Participate in Logistics sections service branch planning activities.
c. Determine level of Emergency Medical activities performed prior to activation of Medical Unit.
d. Prepare the Medical Emergency Plan (ICS206).
e. Respond to request for medical aid, transportation, and supplies.
f. Maintain Unit/Activity Log (ICS 214).
g. The out of area hospital will be **David Grant Medical Center Travis AFB. This is a full service hospital. 24 hr emergency room**.
h. The Watch Office has one Emergency Medical Technician (EMT) Kit and the small trailer has one EMT Kit and several first aids kits.

5223 Food Unit / Leader

The Food Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for determining feeding requirements at all incident facilities; menu planning; determining cooking facilities required; food preparation; serving: providing potable water; and general maintenance of the food service areas.

5230 Support Branch/ Director

The Support Branch Director, when activated is under the Logistics Section Chief, and is responsible for development of the implementation of logistics plans in support of the IAP, including providing personnel, equipment, facilities and supplies to support the incident operations. The Branch Director supervises the operation of Supply, Facilities, Ground Support and Vessel Support Units.

a. Obtain working materials from the Logistics Kit.
b. Assign work location and preliminary work task to Section Personal
c. Notify Resources Unit of Logistics Section Units activated including names and locations of assigned personnel.
d. Determine initial support operations in coordination with Logistic Section Chief and service branch director.
e. Assemble and brief Unit Leaders.
f. Participate in preparation of the IAP.
g. Resolve problems associated with requests from the Operations Section.
h. Maintain Unit/Activity Log (ICS 214).

5231 Supply Unit / Leader

The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving, and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

5231.1 Ordering Manager

The Ordering Manager is responsible for placing all orders for supplies and equipment for the incident. The Ordering Manager reports to the Supply Unit Leader.

5231.2 Receiving & Distribution Manager

The Receiving and Distribution Manager is responsible for receiving and distribution of all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. The Receiving and Distribution Manager reports to the Supply Unit Leader.

Refer to the Field Operations Guide (FOG) for position responsibilities.

5232 Facilities Unit / Leader

The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities (e.g. Base, Camp(s) and Incident Command Post). The Facilities Unit provides sleeping and sanitation facilities for incident personnel and manages base and camp operations. Each facility (base or camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Manager are to provide security service and general maintenance. The Facility Unit Leader reports to the Support Branch Director.

5232.1 Security Unit / Manager

The Security Unit Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

5233 Vessel Support Unit / Leader

The Vessel Support Unit Leader is responsible for implementing the Vessel Routing Plan for the incident and coordinating transportation on the water and between shore resources. Since most vessels will be supported by their own infrastructure, the Vessel Support Unit may be requested to arrange fueling, maintenance and repair of vessels on a case by case basis.

5234 Ground Support Unit / Leader

The Ground Support Unit Leader is primarily responsible for 1) support out of service resources 2) coordination of transportation of personnel, supplies, food, and equipment, 3) fueling, service, maintenance and repair of vehicles and other ground support equipment, and 4) implementing the Traffic Plan for the incident.

5300 Communication Unit

This section establishes which radio frequencies will be used for inter-agency communication in an Earthquake response. Most of the frequencies are within the marine band of the VHF-FM spectrum. A secondary purpose is to identify the operating frequencies used by principal federal, state, and local agencies, and provide an overview of those agencies' capabilities and resources.

Implementation of this plan will be a slow process. No party involved in the response should expect communications to be established immediately. All aspects of this plan can be expected to be in place within the first two days.

5310 Coast Guard Incident Command:

This section has been removed to allow for public release.

6000 FINANCE/ADMINISTRATION .....

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6210 Finance Section Chief .....
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6000 FINANCE/ADMINISTRATION

This section has been removed to allow for public release.